

St. Paul's Faith Formation Program Handbook

Staff Contact Information

Director: Marie Fleisner
 Location: Main Office St. Paul School
 Mailing Address: St. Paul Faith Formation
 404 High St.
 Mosinee, WI 54455
 Phone: 715 650-7751 **Weekdays except Wednesday**
 715 693-2675 **Wednesdays**
 Email: dre@stpaulmosinee.org

Faith Formation Class Calendar Gr 1-8 Wednesday 6:00 p.m. – 7:00 p.m.
2021
September 29 October 6, 13, 20 October 27: No class- Teacher Inservice November 3, 10, 17 December 1, 8, 15, 22
2022
January 5, 12, 19, 26 February 2, 16, 23 February 9: No class- Teacher Inservice March 2* , 9, 16, 30 March 23 = Spring Break; No Class April 6, 13, 20, 27
*5:30 Mass – Ash Wednesday; Parents should attend with students
Snow Date: May 4, 2022

Welcome! Our vision at St. Paul parish is to work in partnership with families to offer the best learning/faith formation experience for your children. We believe that the first Church is the domestic Church found in each home. Parents, you are integral in the role you play in your children's faith development, and you serve as the primary teachers and role models. Our catechists and volunteers give their time, talents, and energy in our Faith Formation Program to teach and assist you and your children into a deeper relationship with Jesus Christ. We look forward to getting to know you better in our partnership of faith.

We don't just live out our faith inside the walls of our churches and of our homes. We're not to be of the world, but we're to be in the world. We're citizens of an earthly kingdom as well as a heavenly one. Citizens participate in the culture, everything from what children are taught in school to what appears on TV screens. [Quote from US Council of Catholic Bishops conference on the family.]

We ask parents to **please provide an email address** and cell phone number that we can use to communicate with you. We are now primarily using email for communication to provide you with updates about the program.

Note: 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. Announcements are also sometimes made in the parish bulletin.

To encourage your children to form good Catholic practices, we suggest that you:

- **Attend Mass** together weekly as a family. Family participation at Mass is fundamental in the overall development of our Catholic faith. **A parish faith formation program cannot succeed if the central act of worship is ignored. Class attendance does not take the place of Mass.**
- **Pray regularly** as a family. Encourage your children to share prayer and actively participate in Mass. Special observances of the Church seasons make Jesus more alive in your family.
- Volunteer your time and talent. It takes the time, talent and resources of our entire parish community to provide excellent religious education programs for our children. Please let your child's teacher know if you can help out in the classroom.

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 **715-693-2675**, email dre@stpaulmosinee.org, or text **715-650-7751** prior to **5:00 p.m.** on Wednesday of the absence. Parents are responsible for contacting the catechist regarding the lesson missed and any homework assigned. Four (4) or more absences may result in repeating the grade level the following year.

Arrival/Departure Classes begin promptly at **6:00 p.m.** Children may **not** be dropped off earlier than 5:45 p.m. Children should report directly to **Tetzlaff Center Gym**. If a child is tardy, he/she must report to the office on the 1st floor to check in. Classes are dismissed at **7:00 p.m.** Children will be dismissed by grade. Children in grades 1 and 2 should be met at the by a parent or other authorized person.

In an effort to maintain safety, after reporting to the Tetzlaff Center gym, students will enter with their class through the side door (in the alley between the playground and the school- Door A). This door will be locked at 6:15 p.m. and will not be opened except by authorized persons. All other doors will remain locked.

Students will exit through the doors on High Street. Parents of students in grades 1 and 2 will be allowed to wait inside until dismissal. Parents of students in all other grades are asked to wait outside or to instruct your child(ren) where/how to find you.

Visitors: We will be limiting visitors to the building. Anyone who needs to enter the building must call in advance, and the visit must be for essential Faith formation business only.

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 text message. Please check your email or cell phone. The school district does not announce cancellations for us.

Safety Precautions due to COVID19

The DRE and parish staff will work with the local county health department to ensure that any guidelines from the county and state, as well as from the Diocese of La Crosse are followed. We will be taking every reasonable precaution, with your help, to keep the environment safe and healthy. We have a plan, including Protective Measures and Hygiene and Cleaning that will be implemented effectively by parish staff and catechists.

1) Protective Measures

Children and young people should be taught the importance of proper hygiene:

- Washing hands often with soap and water for twenty or more seconds
- Sanitizing hands when soap and water are unavailable
- Keeping hands away from one's face - not touching one's face
- When sneezing or coughing, to sneeze or cough into a tissue or an elbow

Parents' Responsibilities:

- Screen your children by taking their temperature and ask health related questions (do they feel well) before going to the Faith Formation Program.
- If your child does not feel well, please keep them at home. Symptoms of being ill include fever, stomach ailments, sore throat, a bad cough, difficulty breathing, headaches, etc.
- In keeping with Diocesan recommendations, masks will be encouraged. However, we will not be enforcing the wearing of masks. We leave that to you parents to come up with a plan for your family.
- Students are invited to bring water bottles, as the drinking fountain will be unavailable.

Parish Responsibilities:

- During Faith Formation, if a student becomes ill, parish staff will help the student and proceed with a standard medical response like taking the student's temperature and isolating him/her in a special "sick room." Sick students who have a temperature over 100.4 will be isolated from other students until a parent or guardian picks them up.
- Catechists and other volunteers who do not feel well will be asked to stay home.
- There will be no sharing of food. Only individual, pre-wrapped packages will be allowed.
- This document will be reviewed regularly and **updated** as local ordinances are adjusted.

2) Hygiene & Cleaning

Parents, please review and practice the following with your children:

- Wash hands often with soap and water for 20 or more seconds before coming to class and after using the bathroom
- Sanitize hands when soap and water are unavailable.
- Keep hands away from one's face - not touching one's eyes or face
- When sneezing or coughing, sneeze or cough into a tissue or an elbow.
- After blowing their noses, students should discard the used tissue and wash or sanitize their hands. Adults will model this practice.

Parish Responsibilities include:

- All adults will wash their hands before entering the classroom / gathering area. Hands should be scrubbed with soap for 20 or more seconds.
- Hand sanitizers and wipes will be readily available. If a student, catechist, or aide

leaves a classroom, he or she should sanitize his or her hands when re-entering the classroom.

- Public areas of the building will be cleaned before the program begins and after FaithFormation ends each week.
- Catechists and volunteers will try to limit physical contact with students. (nohandshakes, high fives, fist bumps, etc.).

Care of Facility We are blessed to have a beautiful school to hold our classes. We are all expected to honor the possessions of others and take pride in demonstrating our respect. Any deliberate damage 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 All students and parents are required to sign the discipline compliance form upon registration. Policy found on back page of handbook.

Communication Communication with parents will be done primarily through email, so it is very important that families provide an email address to the office. Also used will be the parish website, the Sunday bulletin, MyParishApp, and notes sent home with students. Regular mail will almost never be used.

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

Parish Registration

Generally, all families participating in Faith Formation at St. Paul's should be registered with St. Paul's. There may be special circumstances when this is not necessary. However, when a child is receiving a sacrament through St. Paul's, your family needs to be registered parishioners, unless they receive permission from the home parish priest to receive the sacrament through St. Paul's.

Fees/Registration Forms Required

--Registration Form is required for all families. **Copy of Baptismal certificate** is required for all students new to the program.

--\$80.00 registration fee per child plus a \$20.00 sacramental fee for students in Grades 2nd and 10th.

Sacramental Preparation

Any Child wishing to receive a sacrament must have a *full year* of religious education sessions *prior* to the Sacramental year itself. [In other words, 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.] The preparation is the bringing together of elements that allow us to celebrate the sacraments in community. Each sacrament has requirements that are meant to enrich the experience of receiving and celebrating that sacrament.

First Reconciliation and First Eucharist

Children receive the Sacraments of First Reconciliation (Confession) and First Eucharist (Communion) in 2nd Grade. Reconciliation takes place prior to First Holy Communion. We encourage you to participate as a family in the sacrament of Reconciliation at the parish. First Holy Communion takes place in the spring. Practice is held the Wednesday before the sacrament. To help prepare your child for their reception of First Holy Communion, we encourage you to attend weekly Mass with your child.

If you have a child in grades 3–9 who has not yet received First Reconciliation/First Communion, contact the Director of Religious Education (DRE). Parents will receive additional information about the Sacramental preparation.

Confirmation

Confirmation is celebrated in the spring of the student's sophomore year of high school. Preparation for Confirmation takes place throughout 9th and 10th grade. If your child attends a Catholic high school, please talk with the Pastor or the Director of Religious Education about specific parish requirements. Students will receive a separate handbook about the Confirmation Program.

Home Study for Grades 1-8

This home-based alternative to the traditional classroom-based learning format features you, the parent or guardian, as the teacher. We will be using a new computer-based resource called "My Catholic Faith Delivered." This is a flexible option because you choose the day of the week and time that you will complete the faith formation studies with your child. It is also a wonderful way for the family to learn together and grow more in faith.

Home Study Requirements:

- Parents and students must be in frequent contact with the DRE.
- Students must complete and submit a finished project.
- Students are encouraged to attend Masses and other sacraments scheduled throughout the year.
- Parents who home school must complete the Diocesan Safe Environment training.

Note: For Second Grade, as well as Grades 9 & 10, due to the fact that these grades are the sacramental preparation years, home schooling is not an option. Students in these grades are required to attend formal classes.

Prayers & Practices Lessons

Each grade has a prayer or practice they should master by the end of that year. It is recommended that

these be said or reviewed each week in class and at home. If you have any questions on how to help your child learn these at home please contact his/her teacher.

1st Grade: Our Father, Hail Mary, Glory Be

2nd Grade: Act of Contrition (in textbook), Grace Before Meals

3rd Grade: The Apostles' & Nicene Creeds

4th Grade: Examination of Conscience & Corporal Works of Mercy

5th Grade: How to say the Rosary & its Mysteries

6th Grade: Spontaneous Prayer & 10 Commandments

7th Grade: Praying with Scripture, 7 Sacraments, & Beatitudes

8th Grade: Types of Prayer & 7 Gifts of the Spirit

Diocesan Program Policies

Safe Environment In union with the Diocese of La Crosse, these policies are designed to provide a safe environment for your children. The Diocese of La Crosse requires that all staff and volunteers who work with youth have had a background check and have received Safe Environment training. The Diocese also requires that ALL students receive Safe Environment information. This training will take place during the year.

Parents can access the training at www.dioceseoflacrosse.com and then 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.

Code of Conduct

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.

Our catechists perform an invaluable service to the youth and parents of our parish by teaching the children, preparing them for the sacraments, and passing on their love of our Catholic faith to the young people of our parish. Theirs is a time-consuming and challenging task. They need to cover volumes of material in just over one hour a week, and they need to provide a good learning environment in order to do so. It is very important for all students to demonstrate the same positive behaviors and respect that is expected of them at home, at school during the day, or during Mass. It can be frustrating when students are disruptive. Your responsibility as non-teaching parents is to deliver and pick up your young person on time, to discuss with them the content covered in class, and to assure your student has consistent appropriate behavior. **Note: Please review, sign, and return the Code of Conduct form to your teacher.**

It is important that we create an environment of safety and respect that promotes learning and cooperation. We ask that the following guidelines be followed o present an orderly, respectful, and welcoming religious education program.

- Regular attendance is both encouraged and expected. If your child will be absent, please let his/her catechist know.
 - If your child misses two classes without notification, we will call you.
 - If your child has four consecutive absences, we will contact you to discuss whether your child will remain in the program.
- No food or drink should be brought into the classroom. Snacks may be provided at the catechist's discretion. No chewing gum or candy.
- Not toys or games.
- Hats will not be worn in the building (unless there is a medical reason).
- Shirts will not have offensive words or pictures.
- Cell phones, iPad (or other tablets), or any other electronic devices are not allowed in the classroom. The catechist has the authority to take them away during class.

- No fidget spinners or other “fidget” devices are allowed in the classroom, unless the child has a medical reason (provided by the parent) for such device. Catechists have the authority to confiscate such devices.
- Please make every effort to pick your children up on time. After class, children are to remain inside building or in the parking lot until their transportation arrives.

Respect

- An atmosphere of learning is built upon respect and concern.
- Boundaries will be set to promote learning and cooperation.
- Honor our catechists who share time, talent, and often their treasure with your children.
- Respect for all persons and property must be fostered.
- When attending Mass, we expect reverence, including blessing self when entering and exiting the church, genuflecting when entering and exiting the pew, and avoiding personal conversations while in the church.

Disruptive Behavior

To prevent disruptions in the classroom, or before or after class anywhere on Church grounds, the following code of conduct agreement will be in effect. Parents and students must sign an acknowledgement at the beginning of each academic year (September) stating they understand and agree to abide by this Code of Conduct Agreement.

Behaviors that will not be tolerated include but are not limited to:

- Talking out of turn
- Negative attitude
- Disruptions or outbursts of any kind
- Disrespect, teasing, or bullying shown to students or teachers
- Talking with others when all students should be listening to the teacher
- Using a cell phone during class time (see above)
- Unless there is a medical reason communicated by the parents to the teacher, only one bathroom/drink break is allowed for the one hour spent in the classroom. Constant requests to go to the bathroom or get a drink are disruptive. Students should take care of this before or after class.
- Students will leave the classroom in the same, or better, condition than when they arrived (throw away papers; put away pencils, glue, books; do not write on desks, etc.)
- Students will respect the church, classroom, and school facilities, and any property.
- Any other behavior or attitude infraction not listed above will be discussed between the teacher and the DRE and determined at their discretion to warrant the next level of discipline

1st offence: the student will be warned and a phone call or email to the parent(s) will follow to inform of the infraction.

2nd offence: the student and parent(s) will need to meet with the DRE and/or Pastor to discuss the student’s behavior in the classroom, and how the student will stop the disruptions and behaviors.

3rd offence: the student will be suspended from the “in-classroom” faith formation for a period of 12 months, and the parent(s) and student will need to use the “homeschool” curriculum during that time.

***Note:** It is not the intention of the Pastor, DRE, or catechists to push students away from the faith, the sacraments, or the Catholic Church with this policy. Questions about this agreement should be directed to the DRE at 715-693-2675 or email dre@stpaulmosinee.org

Medication

By law, catechists and other volunteers are not permitted to dispense medication of any kind. We will not administer aspirins or cold remedies. Students may **NOT** bring aspirins, cold remedies including cough drops, or any other over-the-counter medicines to class.

**Acknowledgment of Code of Conduct Agreement
St. Paul Parish**

We acknowledge and agree to abide by the St. Paul Faith Formation Code of Conduct Agreement. We understand that disruptive behavior and attitudes cannot be tolerated and inhibits the learning of all students. We also understand and acknowledge the Pastor, Director of Religious Education, and all catechists want to teach the faith and not push individuals away from the faith, the sacraments, or the Catholic Church with this Code of Conduct Agreement.

Student I understand and agree to the Code of Behavior listed above and that I am responsible for my own behavior and class participation. I also understand that my parents or guardians will be notified at the time that I do not abide by the code of conduct following a verbal warning by Director of Religious Education.

Signature

Print name

Date

Parent(s) or Legal guardian I agree that my student(s) shall abide by the contract outlined above. I have reviewed it and discussed the contract with my child(ren) prior to signing this form. I agree that if my child(ren) fails to consistently abide by the Code or engages in a serious infraction of the Code, I will be notified immediately to choose from the options listed above.

1. _____ 2. _____
Signatures

1. _____ 2. _____
Printed names

Date