

**St. Anne Parish**  
**Religious Education Handbook**  
**2024-2025**  
**Grades K – 11**



**Lena: 221 E Main St / Lena, WI / 54139 /**  
**Coleman: 228 E Main St / Coleman, WI / 54112 /**

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## **Parent's Prayer**

Most loving Father, the example of parenthood, You have entrusted our children to us to bring them up for You and prepare them for everlasting life. Assist us with your grace, that we may fulfill this sacred duty with competence and love. Teach us what to give and what to withhold. Show us when to reprove, when to praise and when to be silent. Make us gentle and considerate, yet firm and watchful. Keep us from the weakness of indulgence and the excess of severity. Give us the courage to be disliked sometimes by our children, when we must do necessary things which are displeasing in their eyes. Give us the imagination to enter their world in order to understand and guide them. Grant us all the virtues we need to lead them by word and example in the ways of wisdom and piety. One day, with them, may we enter into the joys of our true and lasting home with You in Heaven.

Amen.

## Table of Contents

Cover Page.....	1
Parish Staff.....	2
Parents Prayer.....	2
Table of Contents.....	3
Parent and Student Information	
Mass Attendance and Service.....	4
Religious Education Curriculum.....	4
Confirmation Preparation.....	5
Mission Statement.....	5
Open Communication Policy.....	5
Tuition Information.....	5
Home School Policy.....	6
Program Policies.....	7
Discipline and Student Conduct.....	8
Emergency Procedures.....	9
Catechist Information.....	10
Who is a Catechist?.....	10
Catechist Prayer.....	10
Catechist Procedure for Wednesday Nights.....	11
Procedure for Catechist Substitution.....	11
Catechist Standards.....	11
FCC.....	11

## **PARENT AND STUDENT INFORMATION**

### **Mass Attendance**

All Parents and Students are expected to fulfill their Sunday obligation by attending Mass every Sunday/Saturday evening as well as all Holy Days. Mass attendance is a necessary aspect of our Catholic Faith and is not optional. If for some reason Parents are unable to attend, they are expected to find a way for their children to attend mass.

### **Service**

All Students are encouraged and expected to perform service because gift of self is a natural response to the gift of Faith that God has given us. "By this we know love, that he laid down his life for us; and we ought to lay down our lives for the brethren." – John 3:16.

- Grade K – 5 students should perform service throughout the year.
- Grade 6 – 8 should perform a minimum of 6 hours of service each year.
- Grade 9 – 10 should perform a minimum of 10 hours of service each year.
- Confirmation candidates will perform 15 hours of service. Hours must be completed at least one month prior to the celebration in order to be confirmed.
- Students are expected to participate in one class service project per year.
- Students are expected to make up missed Penance Services.
- Performing a service at Mass (i.e. alter server, reader, cantor, etc.) will be counted as a service hour, but simply attending Mass is not counted.

## **RELIGIOUS EDUCATION CURRICULUM**

**Kindergarten:**     **God Loves Us** and speaks to us through Scripture and Doctrine.

**Elementary School:** **Christ of our Life**

Grade K-1     **God is Good:** Salvation

Grade 2     **God Cares for Us:** Eucharist & Reconciliation

Grade 3-4     **God Guides Us:** The Ten Commandments & Beatitudes

Grade 5-6     **God Calls all People:** The Old Testament

Grade 7-8     **The Church Then & Now:** The Holy Spirit and Church History

**High School: Remote Confirmation Preparation**

Grade 9-10     **The Mystery of Redemption & Christian Discipleship:** Paschal Theology

**Jesus and the Church:** Ecclesiology

Grade 11     **The Sacraments:** Sacramental Theology

**Your Life in Christ:** Moral Theology

## **Confirmation Preparation: Chosen & ALPHA**

As per the diocesan framework, students are to have “remote confirmation preparation” from Freshman to Junior years, and “immediate confirmation preparation” during Junior year, in addition to Religious Education.

*Formal Religious Education* begins in Kindergarten and continues through Confirmation. Confirmation signals a need for deeper and more meaningful formation into adulthood.

### **MISSION STATEMENT**

- † To support and form Catechist
- † To encourage parents to take an active role in their children’s Religious Education
- † To nurture and guide the souls of young people through instruction, prayer, worship, and community

### **OPEN COMMUNICATION POLICY**

- Parents are encouraged to talk to Catechist and Coordinators about their child’s progress, questions, or concerns at any time throughout the year.
- All contact information may be found on page 2 of this handbook.
- Occasional communications from the Catechist will be sent home with the student.
- The coordinator must have a copy of any letters Catechist send home to the parents ahead of time.

### **TUITION**

#### **IN-PARISH STUDENTS**

\$55.00 for first student  
\$35.00 for each additional student  
Family maximum of \$110.00 (plus fees)

#### **OUT-OF-PARISH STUDENTS**

\$75.00 for first student  
\$40.00 for each additional student  
Family Maximum of \$140.00 (plus fees)

Confirmation: \$50.00 Retreat Fee



## **HOMESCHOOL POLICY**

1. Parents will register and declare their option for homeschool according to the parish registration timeframe.
2. All homeschool fees will be the same as regular Religious Education Fees.
3. Parents will meet with the coordinator of Religious Education to discuss the program for schooling their children at home and together create an agreement including but not limited to the following:
  - Name of a text book that will be used throughout the year that has been approved by the Bishop of Green Bay in order to provide a scope and sequence for learning. (Supplemental resources are also permitted)
  - The approved number of hours of religious education totaling at least 30-35 hours per year.
  - Assessment of knowledge, faith development, and session records as determined by the Pastor and/or Religious Education Coordinator according to the student's year of study.
  - Dates for assessment (including the national ACRE test in 5<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grades) determined by the parents and Religious Education Coordinator.
  - Participation in the family retreats, family liturgies, diocesan events, and youth retreats according to the Parish Religious Education Coordinator.
  - Expectations regarding the reception of the sacraments in the Parish in which the family is registered.
4. Children are to participate in the immediate sacramental preparation (classes specifically pertaining to the preparation of the sacrament and the rite) as required or approved by the Pastor and Religious Education Coordinator which includes onsite preparation, interviews for sacramental readiness, practice for sacramental celebration, retreats, and appropriate rites.
5. Parents and parish religious education programs are to teach the truth, beauty, and goodness of the true faith that Christ passed onto the church.
6. The Pastor or Religious Education Coordinator will invite the parents to be involved in the catechetical certification process.
7. Failure to comply with agreement will result in repeating the Religious Education year.

## **PROGRAM POLICIES**

### **SNOW DAYS AND INCLEMENT WEATHER**

- If school is cancelled due to weather, Religious Education classes for that day are automatically cancelled.
- If school is in session but Religious Education is cancelled, an announcement will be made at the school and on TV channels 2, 5, 11, & 26; and on WOCO Radio. (1260 AM and 107.1 FM) An email blast will also be sent to those email addresses we have on file.
- **When in doubt, call your child's Catechist.**

### **ATTENDANCE**

- Students and Catechists are expected in class, masses, retreats, and all Religious Education programs. Student attendance is recorded in permanent record.
- If student will be absent or tardy, Parent or Guardian must call the Religious Education Office prior to class. (On Wednesday's call 829-5222 before 2:00 pm) If a phone call is not received, parents will be called to make sure the student is not truant or missing.
- Suspicious phone calls are investigated.
- Tardy students need to check in at the office to be removed from the absent list.
- Habitual or excessive tardiness will result in a phone call to the parent(s) who may be unaware.
- When an absence occurs, arrangements must be made with the Catechist for student to make up missed work.

### **EXCESSIVE ABSENCE**

- Students are expected to attend or have an excused absence for each class.
- Students who do not attend or have a excused absence for at least 80% of the scheduled classes will need to:
  1. Meet with the Pastor accompanied by one parent/guardian.
  2. Make up missed work.

### **CELL PHONE USE**

In order to foster a respectful environment for all, the following policy will be enforced:

- Cell phone use is not allowed. Cell phones should be turned off and put away.
- If a cell phone is used, it will be confiscated by the Catechist until the end of the class.
- If there is a second violation, the cell phone will be sent to the Coordinator and a parent will be called. Student must meet with Coordinator after class to discuss the offense.
- Catechist may choose to suspend this rule in their classrooms.

### **USE OF BATHROOM**

- Students should use the bathroom before or after class.
- Students may be excused to use the bathroom in an emergency such as an illness.
- Misuse of the bathroom facilities is prohibited and will result in a call to parents.

### **FOOD AND DRINK**

- Students may bring food to be eaten before class.
- Catechist may bring treats to give to students during class.
- Each class is responsible for cleaning up after themselves and may be help late to clean.

### **STUDENT VISITORS AND GUEST (<18 YEARS OF AGE)**

The Religious Education Staff are responsible and held accountable for every person who is in our building during any and all Religious Education programs. In order to provide a safe environment for all our Students, Catechists, Volunteers, and Staff, the following policy will be strictly enforced:

- Religious Education Staff has the right to deny any Guest/Visitor.
- Students may invite others in the same grade to any class, according to the discretion of their Catechist and Coordinator. Written parent permission is required.
- Parents may visit their children's classes at any time after checking in with the Coordinator.

### **DISCIPLINE AND STUDENT CONDUCT**

- Students are expected to exhibit Christian Behavior consistent with their age and maturity levels at all times. Our Religious Education program has developed specific disciplinary procedures consistent with accepted educational practices, to ensure a high standard of moral, intellectual and spiritual training of its students.
- Respect and obedience are expected of all students at all times. Under no circumstances is a volunteer Catechist expected to handle/tolerate excessive or repeated discipline problems.
- If a student is dismissed from class for inappropriate behavior once: The student meets with the Coordinator for a discussion of student conduct. The student does not return to class, but finishes work in the office.
- If the student is dismissed from class for inappropriate behavior a second time:
  1. Coordinator will call parent/guardian to inform of the inappropriate behavior.
  2. The student, parent/guardian, and coordinator will meet during class to discuss either home study for the rest of the year or a parent attending the rest of the classes with the student. The student will make up any work during this time.

### **SUSPENSION AND EXPULSION (DIOCESAN CRITERIA)**

- When the moral or physical well being of the students or staff are endangered.
- When there is prolonged and open disrespect for Faith Formation authority.
- SUSPENSION is the removal of a student for all or part of a year or semester. All work missed is to be made up.
- EXPULSION is the permanent removal of a student from the program.



## **EMERGENCY PROCEDURES**

Catechists and students will acquaint themselves with emergency exits posted in classrooms.

### **FIRE:**

- If the fire alarm sounds, immediately leave the classroom per the chart in your room.
- Call code “RED” to other rooms in the building. Stay calm at all times.
- Call “911”
- Proceed to holding site:
  - **COLEMAN:** Rhodes-Charapata Funeral Home
  - **LENA:** Good Weather – Pavilion / Bad Weather – Church
- Ensure safety of students. Take attendance. Reassure frightened students.
- Never re-enter building until cleared by the Fire Department.

**(There will be one fire drill per school year)**

### **TORNADO:**

- In the event of a Tornado Warning, move all students to the safe room as follows:
  - **COLEMAN:** Library and shut door.
  - **LENA:** Basement
- If possible, bring your class binder with you.
- Have students sit on the floor, back against the wall, knees under their chins, in a ball position. They should fold their arms over their knees and keep faces down.
- Stay calm at all times.

**(There will be one tornado drill per school year)**

### **ACTIVE SHOOTER/INTRUDER:**

- Always be aware of your environment, surroundings, possible dangers, and NEAREST EXITS.
- Have an escape route and plan in mind.
- RUN and leave your personal items behind.
- If you cannot run, HIDE. Lock doors, turn off lights, and cover windows. Remain quiet.
- Stay calm and do not attempt to move wounded persons.
- Call 911 when safe to do so.
- As a last resort, and only when your life is in imminent danger, attempt to disrupt/incapacitate the shooter by pushing; throwing items.

### **BOMB THREAT:**

- Any bomb threat via phone or in written format must be taken seriously.
- If the threat is by phone, attempt to hear any background noise and voice of the caller.
- Notify all class-rooms to evacuate:
  - **COLEMAN:** Rhodes-Charapata Funeral Home.
  - **LENA:** Church
- Bring binder along and call 911.
- Ensure safety of students and take attendance again.
- Do not re-enter unless approved by the bomb evacuation team.

## **CATECHIST INFORMATION**

### **Who is a Catechist?**

Catechist is not a new term. It has its very roots in the Church. It comes from a Greek word meaning, “To teach” or to “inform.” In the times of St. Augustine, the word took on the meaning to resound, to echo, to sing out. “Next to home and family, the witness of the catechist may be pivotal in every phase of the catechetical process. Under the guidance of the Holy Spirit, catechists powerfully influence those being catechized by their faithful proclamation of the Gospel of Jesus Christ and the transparent example of their Christian lives.

For catechesis to be effective, the catechist must be fully committed to Jesus Christ. They must firmly believe in his Gospel and its power to transform lives.” Catechesis is the process of helping people acquire and deepen Christian faith and identity. This happens thorough initiation rites, instruction, and formation of conscience. Catechesis includes the message presented and the way in which the message is presented. It has been chosen as the word that best describes the process that includes instruction, but also goes beyond that to commitment, action and involvement. It is a word used almost exclusively by the Catholic community.

Parents, teachers, principals in Catholic schools, directors of religious education and youth ministry, deacons, priests and bishops are also catechists. All of these catechists have their own role and unique responsibilities in helping people acquire and deepen their Christian faith.

### **CATECHIST PRAYER**

Lord, Jesus, Divine Teacher, Thank you for the special opportunity to share your Word and Life with my students today. Fill me with your Holy Spirit and bless me and my efforts to be a true witness of your Presence to them. Sanctify all that I say and do. Let my catechetical instruction today bring my students into a closer relationship with you in prayer, knowledge, and grace. Help me to proclaim your Good News with passion and conviction. Show me the way to guide them toward accepting you as their personal Lord and Savior in imitation of Mary and the saints. Together, may we celebrate your unconditional love now and always.

**Amen**

### **CATECHIST PROCEDURES FOR WEDNESDAY NIGHTS**

- Have materials prepared. Copies are given to coordinator a week before needed.
- Arrive at least 15 minutes before class is scheduled.
- Check mailbox for attendance sheet and communication from the coordinator.
- Get classroom ready before students arrive.
- Take attendance immediately and leave attendance sheet outside the door.
- Never leave students alone in classroom.
- Students are not allowed to roam through the halls without permission.
- Bathroom use will be kept to a minimum during class.
- Classes will not dismiss until the bell rings.
- Catechist will fill out feedback sheet and leave in mailbox each week.
- Leave communication for Coordinator in the “Correspondence” mailbox or email.

### **PROCEDURE FOR CATECHIST SUBSTITUTION**

- Please notify the coordinator as soon as possible if you are going to be absent or late.
- If you arrange a substitute yourself, please tell the coordinator who will fill in.
- If you become sick a the last minute, just let the office know and we will cover your class as efficient as possible.

### **CATECHIST FAITH STANDARDS**

All Catechist are held to following standards so as to model the Faith to Students:

- To attend Mass every Sunday (or Saturday Evening) and ALL Holy Days of Obligation.
- To perform service as a response to the gift of Faith God has given us.
- To live out the Five Precepts of the Church.
- To hold as true, teach as true, and live according to all of the doctrines of the Catholic Church.

**(See Volunteer Agreement for more information)**

### **FOUNDATIONAL CATECHETICAL CERTIFICATION**

Catechist are required to continue their Faith Formation by working toward foundational Catechetical Certification (FCC). Catechists will take at least one course each year. Courses are free and some may be taken online. See FCC document for more information.