



**ST. ANNE CATHOLIC CHURCH
LENA & COLEMAN**

RELIGIOUS EDUCATION HANDBOOK

image: *Saint Anne Enthroned with the Virgin and Child* by Osma Master, ca. 1500

PARISH STAFF

PARISH OFFICE	Office: 221 E Main St, Lena 829-5222 228 E Main St, Coleman 897-3417 Fax: 829-6027
PASTOR	Father Felix Abano Home: 897-3225
BUSINESS ADMINISTRATOR	Deacon Peter Gard E-mail: pgard@gbdioc.org
BOOKKEEPER/ SECRETARY	Tricia Cops Hours: M-F 8am – 12pm E-mail: holycrossparish@centurytel.net stanne1@centurytel.net
COORDINATOR OF RELIGIOUS EDUCATION	Maggie Cook Hours: M-F 9:30am – 3pm Cell: 920-373-7072 E-mail: maggie@saintanniesparish.com
VOLUNTEER ASSISTANT	Cecilia Dantine & Jan Goffard Sandy Paul, Karen Weichart & Ann Stank

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PARENT AND STUDENT INFORMATION

MASS ATTENDANCE

All Parents and Students are expected to fulfill their Sunday Obligation by attending Mass every Sunday (or Saturday evening) and all Holy Days of Obligation. 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." – I John 3:16

- All grade K-5 Students should perform service throughout the year.
- Grades 6-8 should perform a minimum of **6 hours** of service each year.
- Grades 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 before 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. altar 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 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 a People: The Old Testament

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

ST. ANNE RELIGIOUS EDUCATION

MISSION STATEMENT

- To support and form catechists;
- 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 Catechists and Coordinator 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 Coordinator will be sent home.
- The Coordinator must have a copy of any letters Catechists are sending home to parents ahead of time.

TUITION INFORMATION

IN-PARISH STUDENTS

\$55 for the first Student
\$35 for each additional Student
Family maximum of \$110 (plus fees)

OUT-OF-PARISH STUDENTS

\$75 for the first Student
\$40 for each additional Student
Family maximum of \$140 (plus fees)

Confirmation: Add \$50 Retreat Fee

HOMESCHOOL POLICY

1. Parents will register and declare their option for homeschool according to the parish registration timeframe.
2. All Home School fees will be the same as regular Religious Education fees.
3. Parents will meet with the Coordinator of Religious Education to discuss their program for schooling their children at home and together create an agreement including but not limited to the following:
 - Name of a textbook 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 5th, 8th, and 11th grades) determined by the parents and the Religious Education Coordinator.
 - Participation in 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.
3. 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 on site preparation, interviews for sacramental readiness, practice for sacramental celebration, retreats, and appropriate rites.
4. Parents and parish religious education programs are to teach the truth, beauty, and goodness of the true faith that Christ passed onto the Church.
5. The pastor or Religious Education Coordinator will invite the parents to be involved in the catechetical certification process.
6. 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 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 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/tardy, Parent/Guardian must call Religious Education Office prior to class. (on Wednesdays call at 829-5222 before 5pm or 897-3226 after 5pm) 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 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 an 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 must off and in pocket, purse, or backpack.
- If a cell phone is used, it will be confiscated by a Catechist until the end of the event.
- 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 the Coordinator after class to discuss the offense.
- Catechists may choose to suspend this rule in their classrooms.

USE OF BATHROOM

- Students should use the bathrooms 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*.
- Catechists may bring treats to give to Students during class.
- Each class is responsible for cleaning up after themselves and may be held 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 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 the Coordinator. Written Parent permission is required.
- Parents may visit their children's classes at any time after checking in with 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 again:
 1. Student will call Parent/Guardian to inform of inappropriate behavior.
 2. The Student and a Parent/Guardian will meet with the Coordinator 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 missed during this time.

SUSPENSION AND EXPULSION (DIOCESAN CRITERIA)

- When the moral or physical well being of students or staff is endangered.
- When there is a prolonged and open disrespect for Faith Formation authority.
- SUSPENSION is the removal of 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.

CATECHIST INFORMATION

WHAT IS A CATECHIST'S JOB?

Catechesis is the word used to describe the essential ministry of the Church through which the teachings of Christ have been passed on to believers throughout the ages. Pope John Paul II in the apostolic exhortation *Catechesi Tradendae* describes catechesis in this way:

"Quite early on, the name *catechesis* was given to the totality of the Church's efforts to make disciples, to help men believe that Jesus is the Son of God so that believing they might have life in his name, and to educate and instruct them in this life, thus building up the body of Christ. "Catechesis is an *education in the faith* of children, young people, and adult which includes especially the teaching of Christian doctrine imparted, generally speaking, in an organic and systematic way, with a view to initiating the hearers into the fullness of Christian life."

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 door.
- Never leave Students alone in classroom.
- Students are not allowed to roam through 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 "correspondence" mailbox or email.

PROCEDURE FOR CATECHIST SUBSTITUTION

- Please notify 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 it is.
- If you become sick at the last minute, just let the Office know and we will cover your class as best as we can.

CATECHIST FAITH STANDARDS

All Catechists are held to the 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

Catechists 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.

EMERGENCY PROCEDURES

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

FIRE:

- If the fire alarm sounds, immediately leave classroom per the chart in your room.
- Proceed to Holding Site:
 - **Coleman:** Rhodes/Charapata Funeral Home
 - **Lena:** Good weather – pavilion, Bad weather – Church
- Ensure safety of Students. Take attendance again. Reassure frightened Students.
- Never re-enter building until notified to do so.

There will be one fire drill per semester.

TORNADO:

- Follow evacuation procedure per the chart in your room.
- If possible, bring your class binder with you.
- Have students sit on floor with their knees under their chins, in a ball position. They should fold their arms over their knees and keep their faces down.
- Stay calm and keep Students calm. If all Adults stay calm, Students will follow:

INTRUDER:

- All entering building on Wednesday night must have a purpose for being in building.
- Please identify anyone you may not know.
- If you do not know a person, refer them to the Coordinator or assistant.
- If intruder is identified to be hostile:
 - Someone will give a HELP signal
 - Secure classroom
 - **Coleman:** Close and lock doors
 - Turn off lights
 - Cover small window on door if possible
 - Gather students in corner away from door and windows
 - **Lena:** Close and lock doors
 - Turn off lights
 - Shut drapes
 - Cover small window on door if possible
 - Gather students in corner away from door and windows
- Keep children calm with storytelling. Stay in room until All Clear is sounded.
- When possible, call 911

BOMB THREAT:

- If anyone finds a bomb threat, please notify a staff member immediately.
- Someone will come to your classroom and have you evacuate the building.
 - Please do so in an orderly fashion.
 - Please bring binder along.
- Proceed to Holding Site:
 - **Coleman:** Rhodes/Charapata Funeral Home
 - **Lena:** Church building
- Ensure safety of Students. Take attendance again. Reassure frightened Students.
- Never re-enter building until notified to do so.