

Online Catholic resources for families:

www.calltofaith.osv.com (textbook resources)

www.bustedhalo.com (formation resources)

www.loyolapress.com (formation resources)

www.catholicmom.com (Catholic mom resources)

www.Catholicdadsonline.org (Catholic dad resources)

www.equippingcatholicfamilies.com (Catholic family resources)

www.catholicfamilyfaith.org (Catholic family resources)

www.catholicdigest.com (Catholic resources)

www.ascensionpresents.com (formation/family



Holy Spirit Parish
RELIGIOUS EDUCATION

2018/2019
FAMILY HANDBOOK

Director of Faith Formation & Operations
Nicole Baumgartner

Coordinator of Youth and Adult Formation
Kathryn Garrison

Holy Spirit Parish Mass Times:

Saturday at 4:00 p.m.— Sacred Heart

Saturday at 4:15 p.m.—Holy Ghost

Sunday at 8:00 a.m.—Holy Trinity

Sunday at 9:30 a.m.— Holy Ghost

Sunday at 11:00 a.m.—Sacred Heart

Dear Parents/Guardians,

Welcome to another year of Religious Education at Holy Spirit Parish! We look forward to assisting your family as you continue to nurture the faith of your child(ren). You are always welcome to attend class with your child and you will be invited at times during the year to come for prayer and other community experiences. The following information is offered to help you understand more about our program. If you have any questions or concerns, please feel free to contact me at any time.

Nicole Baumgartner

Director of Faith Formation & Operations

Office: 563-583-1709, ext. 309

Email: dbq059re@dbqarch.org



Holy Spirit Parish Mission Statement

We are a community of believers

Led by the Holy Spirit

To make present the Kingdom of God

Through prayer, study and action

Parish Sacramental Preparation Guideline

Regardless of the Holy Family site or public school at which your child(ren) are enrolled, preparation for and the celebration of the sacraments of First Reconciliation and First Communion will be done within the parish.

A child should have been actively involved in faith formation (i.e. Holy Family Catholic Schools or Religious Education) at least one year prior to the year of sacramental preparation, as well as one year of sacramental preparation.

Holy Spirit Parish expects parents/guardians of children in sacramental preparation to attend parent sessions and retreats which are designed to bring the family together to deepen their understanding of the Sacraments. In addition, families should demonstrate an ongoing commitment to the Catholic faith through both the practice of stewardship and weekly Mass attendance.

Help for Victims of Sexual Abuse

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they or those in their care have been sexually abused as minors by clergy or other Church personnel. This assistance will include help informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups and/or individuals who can provide spiritual care.

Any individual desiring help from this program is invited to call toll free 800-803-6758 or 866-319-4536 to report an allegation or receive assistance. This program is part of the new "Policy for the Protection of Minors."

How to Express your Concerns

The Faith Formation Staff encourages parents and guardians to share their questions and concerns about the Faith Formation program, staff, or curriculum, using the following steps, as outlined in the Archdiocesan Board of Education policy manual.

1. Concerns about what is happening in the classroom.
 - a. First discuss your concern with the catechist at a time and place that is convenient for both the parent/guardian and catechist. If your concern is not adequately addressed, contact the Director of Faith Formation.
2. Concerns about staff or policies.
 - b. Discuss your concerns with the Director of Faith Formation. If your concerns are not adequately addressed, contact a member of the Holy Spirit Parish Faith Formation Commission (for a member listing contact the parish office at (563) 583-1709).
3. Formal complaints about instructional materials.
 - c. These complaints must be made in writing, according to the procedure outlined in the Archdiocesan Board of Education policy manual, which is available from the Director of Faith Formation.
4. Complaints against an administrator.
 - d. Such complaints must be made in writing according to the procedure outlined in the Archdiocesan Board of Education policy manual, which is available from the Director of Faith Formation.

Discipline/Management Plan

The Catechist will deal promptly with any disruptive or inappropriate behavior by utilizing any or all of the following: eye contact, proximity, individual verbal correction.

If the student chooses to continue inappropriate behavior after sufficient warning, the following procedures will be implemented:

1. Removal from the classroom. Student will meet with the Director of Faith Formation and offered a choice to return and behave properly. If behavior reoccurs, the student will return to the office for the remainder of the evening and a note will be sent home to parents.
2. Recurrent behavior will result in a parent conference.
3. Actions which result in fighting, danger to others, insubordination or insolence will result in removal from the area and an immediate parent conference will be held.

Religious Education & Sacramental Preparation Fees:

- \$175 for per child in grades 1-8; \$75 per student for high school

Additional fees:

- \$30 for 2nd grade students participating in First Reconciliation and Eucharist preparation (if more than one set of sacramental preparation books are need based on your family dynamic, please inform the Director of Faith Formation. You will be responsible for the cost of additional sets of books).
- \$60 for students participating in Confirmation preparation

Note: Religious Education families are encouraged to use the on-line payment options to manage their tuition payments. We have several options available including tuition grant and scrip usage options. All tuition balances must be satisfied by May 1.

Families are also encouraged to take advantage of our parish SCRIP program to offset the cost of Religious Education tuition. Please see the parish website for more details on SCRIP or contact the parish office at (563) 583-1709.

Educational scholarships are available for Religious Education. Please indicate on your online registration if you would like to be considered for an educational scholarship.

Faith Formation Program

Class Meeting Times

Classes are held on Wednesday evenings from 6:30 p.m.—7:45 p.m.. Grades 1-8 meet at Holy Ghost School; grades 9 –12 will meet at Holy Ghost Paraclete Hall from 6:30 p.m.— 7:45 p.m.

Progress Reports

A progress report will be completed by your child’s catechist (grades 1-8) twice during the year (December and May). This report is a way for the catechist to evaluate your child’s participation in class and learning experience in a variety of ways.

Curriculum

Grades 1-8 will use the series, *Call to Faith*, published by Harcourt Publishers. This curriculum presents seven key elements which are taught and deepened each year. These elements include: Revelation, Trinity, Jesus Christ, Church, Christian Morality, Sacraments and the Kingdom of God. The publisher’s website has additional resources for parents and families. Additionally, children in grade 2 will focus on Reconciliation and Eucharist. Curriculum in grade 2 is supplemented with Celebrate and Remember from St. Mary’s Press. Parents will be provided with these materials and will work with their child in the home to prepare them to receive the Sacraments of Reconciliation and Eucharist.

Middle School Curriculum

Grade 6 curriculum will be enriched with a fall unit on Theology of the Body from Ascension Press and grade 7 curriculum will be enriched with a spring unit on Bible Study, also from Ascension Press.

High School

This year, the we are creating a curriculum that is specifically tailored to our Holy Spirit Youth. This curriculum will focus on personal faith and the faith of the Church as well as the study of the Bible. Each night will be lead by a Core Team member and will be filled with activities, small group discussion, and time for reflection. Our team members consist of high school and college students.

All highs school students are welcome to join us on Wednesday evenings in Forester Room at Holy Ghost from 6:30pm - 7:45pm.

Safe Environment Training for Children Guidelines

Under the *Charter for the Protection of Children and Young People*, all dioceses in the United States have agreed to establish age-appropriate safe environment training for children. Key components are to include information about quality relationships, proper forms of touch, actions to take in uncomfortable situations, and reporting possible abuse. Please note that this training is not the same as education in human sexuality. Parents/guardians will be provided the required notification letter concerning the timeline when the training will be offered, the content/curriculum of the training, information outlining the opportunity to review the content/curriculum materials, and a copy of the *Parent/Guardian Safe Environment Training Refusal Form*.

Arrival and Dismissal—*UPDATED for 2018-2019*

Students in grades 1-8 will arrive using the north side doors of the school building on 30th Street. Due to increased safety measures, students will now be picked up from the school gym after class. Parent/guardians should enter the main school doors on 30th Street, meet child(ren) in the gym and exit using the side gym door on 30th Street. The parking lot will open at 7:55 p.m. for cars to dismiss. Parents wishing to have an older sibling pick-up a younger child must request so in writing and the older sibling must be in at least 6th grade. *Please follow our guidelines for arrival/dismissal procedures to ensure the safety of our students. Please note: drop off/pick up in the street or at the curb is strictly prohibited.*

Students may be dropped off no more than 5 minutes before classes are scheduled to begin. Catechists spend time in prayer in preparation for class and are not available to supervise students before class start time.

Cancellation of Class

When Dubuque Community Schools are canceled or have early dismissal due to inclement weather, all city-wide Faith Formation classes in the city of Dubuque will be canceled. If bad weather occurs in the late afternoon, please watch local television networks, visit Holy Spirit Parish social media sites, your email, or listen to local radio stations for information.

Attendance

If your child is unable to attend class, please call the parish office before 5:00 p.m. at (563) 583-1709. After 5:00 p.m., please call Holy Ghost School at (563) 556-1511, ext. 59, and leave a voicemail or email dbq059re@dbqarch.org. If you do not inform us that your child is absent, we will call your home.

Attendance at Special Events / Liturgy and Service

Liturgy and service to others continue to be essential elements of our program at all grade levels. Throughout the year events such as Mass, Reconciliation, or Stations of the Cross are scheduled. These events are a special time of learning more about our faith outside the typical classroom by experiencing God through the Sacraments and other devotions unique to our Catholic faith.

On these evenings, students should report to the church and are expected to check in with their catechist either before or after the event. Families are encouraged to attend as well. This is a great opportunity to celebrate the Catholic faith as a family!

Field Trips

As part of your online registration, you completed a Parental Consent and Liability Form. If your child leaves the parish property with a class group you will be asked to complete another form.

First Aid

Universal precautions will be followed as appropriate, e.g., staff will consider blood and certain other body fluids as infectious. Reasonable precautions, use of rubber gloves, will be utilized.

Illness or Injury

If a student becomes ill during class time, parents/guardians will be called. If parents/guardians cannot be reached, the emergency contact listed on the registration form will be contacted.

Electronics

Any electronic devices (cell phones, tablets, etc.) found in use during class time will be confiscated and can be picked up by parents/guardians at the end of the class session. We suggest these items are left at home for the evening.

Classroom Environment

Respect for the property of others is expected of all program participants. Students are expected to participate in all activities in a cooperative and respectful manner. In the event of a problem, the discipline policy will be followed (see page 6).

Food and Drink

There is no food, drink, or gum allowed in Holy Ghost School. There is a water fountain available for students. Occasionally, catechists may provide snacks for special celebrations or class activities.