

## Our Vision of Parish Catechesis

**To work in partnership with families to provide deepening growth, development, and nourishment in the Catholic faith, leading each new generation to become disciples of Christ**

### Working in Partnership

"There is no question that parents exercise the primary influence on the faith formation of their children. The family setting more than anything else is the place where faith formation takes place. Devotional and ritual practices, attitudes of respect and reverence, moral and ethical convictions: these are "caught" more than "taught" by everything children experience every day in the home. Responsibility for catechesis however extends beyond the home and the family. All Catholics need to see themselves as catechists, sharing the faith by their example, their interest and their support. A parish needs to see itself as a catechizing community, some members of which have special tasks."

--Catholic Bishops of Wisconsin, *Discipleship from Age to Age: A Call for Renewal in Catechesis*, Wisconsin Catholic Conference, September 18, 1994.

- **Attendance Policies: Students** in all grades are expected to attend all class sessions, except for sickness or family emergency. Successive absences will be checked by the catechist or Director of Religious Education. Call the Faith Formation office to let us know if your child will be absent due to sickness or unavoidable circumstances. **(Call 835-7721)**
- **The following is from the Eau Claire Area School District Board Policy, number 881.3, Relations with Churches:** Wednesday evening is considered "church night" in this community. Since churches schedule youth activities after school and after dinner, school activities should not take place. It is understood that some senior high activities cannot be avoided that evening, but care should be taken to avoid conflict with church activities. This arrangement has been a long-standing agreement with the local ministerial group. *Referenced Acts, Statutes, Instructions: 118.001, 120.12(1), 120.13(1)(a), 120.44, Wisconsin Statutes.* Parents whose children experience problems with abuse of this policy are encouraged to speak to the advisor or coach involved about the policy and then contact the building principal if abuse persists. The DRE/CRE can also be an advocate for children and youth in this area--please inform us if your child/youth experiences abuse of this policy.
- Students who are not in their classrooms at the session start time are marked tardy. Frequent tardiness is disruptive and will be reported to parents, with the goal of ending the tardiness.

### MAINTAINING A SAFE ENVIRONMENT FOR ALL

Parents, students, volunteer catechists and parish staff share responsibility for each other's safety when gathered at the parish site. To ensure a safe environment for all, the following policies have been developed:

- **Building Admittance:** Only catechists or other helping adults and their families will be admitted to the building earlier than ten minutes before each session's start time. The only door that is used for drop-off is the door in the corner of the parking lot: Door # 5

Parents/guardians are responsible for supervising outside, students who arrive earlier. *If you cannot provide this supervision, call the office in advance to arrange for Supervision.* If someone other than

you (carpool driver or older sibling) will be calling for a child, *we must have a note giving permission for your child to be released to him or her. This written permission will be in force for one year unless you inform us otherwise.*

### **Safety Rules for All**

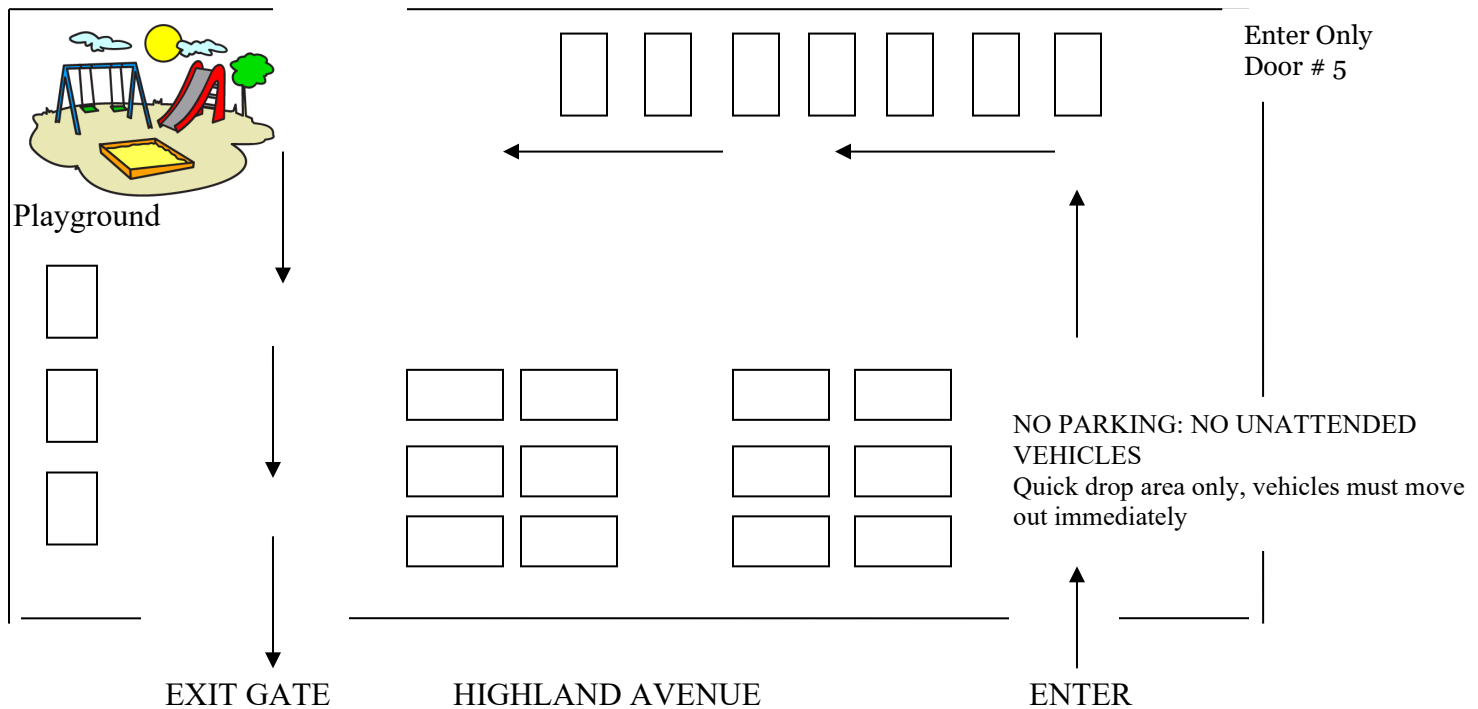
- When bringing your child(ren) to Faith Formation always wait to make sure they safely enter the building before driving away.
- ***Parents must*** give permission through a phone call or signed note for their child to leave Faith Formation early. ***Students and Parents must*** check out at the Faith Formation office before leaving.
- Children/youth who walk or drive to Faith Formation are not to loiter in the parking lot before or after class. They should go directly home after their session or wait *inside* if waiting more than ten minutes for a ride.
- Students never accept a ride home with anyone unless your parent knows about it.
- Students should *never* walk to or from Faith Formation alone, no matter what age.
- If you observe *anyone* whose *behavior* seems inappropriate or out of place, report it to the parish staff immediately.
- Immaculate Conception Parish and the Diocese of La Crosse does not tolerate sexual harassment or misconduct by church employees, volunteers, or *youth under their supervision*. Any instances of sexual harassment, bullying, or misconduct, whether witnessed or alleged, are to be reported to the Faith Formation Director of Religious Education, or the Pastor in a timely manner.
- Immaculate Conception campus (school, church, parking lot, alley, and adjacent sidewalks) are TOBACCO FREE ZONES. This applies to adults and children alike. Due to their age, law prohibits use of tobacco by any of our students.

### **PLEASE HELP WITH OUR PARKING LOT SAFETY**

We want to encourage those parents who drop off and pick up their children both before and after Faith Formation, and teens who may drive themselves, to use our parking lot in the most efficient and safe manner possible. To help facilitate this process, we provide the map below depicting parking spaces as well as enter and exit directions. Your cooperation and patience are appreciated as we work together in creating a safe experience for all.

**See Reverse Side**

## IMMACULATE CONCEPTION SCHOOL



**!!!! DO NOT PARK HERE!!!!**

- **DO NOT DOUBLE PARK IN THE STREET.** Park so that children can get to the car without crossing a street.
- **In the alley (door # 3).** Only those who need to use this entrance as a handicapped accessible entrance are to park, enter, or exit here. *Anyone else who uses the alley to park or pick up students, makes it inaccessible and unsafe in case of fire emergency. Cars can and will be ticketed, if necessary.*

**Again, following the above plan helps keep our students safe. We will also monitor the drop off and pick up times in our parking lot and deal with complaints as they are brought to our attention.**

**Classroom Admittance:** Before Wednesday evening Faith Formation sessions, students should wait **outside** the classroom door unless signaled by the catechist to come into the classroom. Catechists need this time before class to prepare the room and themselves.

**Discipline Policies:** We ask that parents review the following policy with their children prior to the beginning of the first session to assure that they understand what kind of behavior is expected of them when they participate in any aspect of our religious education program.

### **Basic Guidelines**

- Persons and parish property are given respect.
- Participation is the desired norm.
- Listen, do not talk, when others are talking to the group.
- No personal headphones, radios, etc. in class.

- Cell phones are to be off or on “silent” during class sessions. Students will be asked to leave electronic devices in the Faith Formation office if deemed necessary by catechists or the DRE.
- Vulgar language and cursing are not to be tolerated in the classroom or hallways.
- Running and shouting in the halls is not O.K. Older students are expected to watch out for and watch over younger children in the hallways.
- Use of drugs or tobacco anywhere on the Immaculate Conception campus (school, church, parking lot, alley, and adjacent sidewalks) is prohibited.

***Students who are continually disruptive to the learning environment or who are unable to conform their behavior to the above rules or individual classroom rules will be removed from the class.*** A student who has been removed from the class will not be admitted back until after a conference that includes the student, parent(s), catechist, and Director of Religious Education. If the removal occurs during a class session, the student will be taken to the office. If more than 15 minutes of class time remains in a session when a student is removed, parents will be called immediately to pick up their child.

**Sacramental Preparation:** Second grade students are prepared to celebrate the sacrament of Reconciliation (Penance) and celebrate the sacrament of Holy Eucharist. Most candidates for Confirmation finish their preparation by the Spring of their sophomore year in high school. If your child is beyond these grades and has not yet received the corresponding sacrament, please notify us regarding preparation.

**Tuition Payment:** A Tuition Agreement Form with a fee schedule is available from the Faith Formation Office or from our parish website [www.ic-ec.us/](http://www.ic-ec.us/). (Click on the Religious Education button) Please fill it out and return to: Faith Formation Office, 1703 Sherwin Ave., Eau Claire, WI 54701. The final day to turn in the tuition agreement form and/or make your initial payment is the day of the first Faith Formation session in the Fall. We appreciate you making tuition payments promptly and encourage you to call the religious education office (835-7721) or the rectory (835-9935) promptly if tuition assistance is needed.