

Religious Education
Parent Handbook



Saint Michael's
11100 Main St, Hewitt, WI 54441
[\(715\) 652-2806](tel:7156522806)

PHILOSOPHY OF RELIGIOUS EDUCATION

Religious Education is a ministry of the Church, with a mission to bring all parishioners closer to God and to one another. A parish-centered program provides many opportunities for community involvement in parish activities. Students have the opportunity to participate more fully in the Mass, to develop a sense of ownership of their parish, and to come to consider their involvement as an investment in their futures.

Lifelong learning is needed for faith to mature, and education doesn't end when schooling ends, nor with the completion of a sacramental program. You are invited to become more involved as the Religious Education program grows and reaches out to the whole parish community.

MISSION STATEMENT

The parish recognizes that parents are the primary educators of their children. The purpose of the Religious Education program, and the responsibility of the parish, is to support the parents in this effort.

The Religious Education program has been developed and designed to deepen the faith of parish families, and to make its young people more aware of their Catholic roots and identity through prayer, service to the parish community, liturgy, scripture, and the sacraments.

ADDITIONAL CONTACT INFORMATION

Saint Michael's Coordinator for Religious Education (CRE) Lora Ledden - 715-897-2882
Email - lorakay28@gmail.com

Tri-Parish Director of Religious Education (DRE) Sharon Schaefer - 715-652-2196

Father Murali - 715-652-2728

RELIGIOUS EDUCATION PROGRAM

The Religious Education program will meet on Wednesday nights from 6:30 p.m. until 7:30 p.m. Classes will be held at Saint Michael's. First Communion and Confirmation sacrament preparation will require some additional meetings outside of class periods.

Fees for this school year;

First and second child \$40 each

Family rate will not exceed \$110 for the school year.

Non-Parishioners of the Tri-Parish \$50 for each child with a \$150 cap

There may be additional fees for retreats and extracurricular activities. This is especially true for the Confirmation class. Fees are due by December.

No registration fee is paid for Confirmation students in their Junior Year.

GENERAL PROCEDURES AND GUIDELINES

Students are expected to be on time for class. Any homework assigned needs to be completed. Forms need to be returned by the date indicated by the teacher or by the director of the program.

Announcements will appear in the church bulletin. Communications between teacher and parents will be sent home with the students, or if of a sensitive nature, may be mailed or e-mailed. Parents are encouraged to call the CRE if any problems or issues arise.

A behavioral contract will be used this year. Disruptive or non-cooperative behavior is not conducive to learning, and, for the sake of the student and the class, will not be tolerated.

Disruptions from cell phones will not be permitted in the classroom. If a student is found to be texting or checking e-mail during class, or is found talking on a cell phone anywhere in the building during the hour of class time, the phone may be taken away until the end of the class period. It is the responsibility of the student to ask for the return of the cell phone.

ATTENDANCE POLICIES

Students are expected to attend all scheduled classes. If a child is ill or unable to attend due to unavoidable conflict, please call the CRE at 715-897-2882 to report the absence. Students who miss class are expected to make up for the missed work. It is the responsibility of the student to make arrangements to complete assigned work. Students who are habitually absent without a legitimate excuse may need to attend a meeting with Father and one or both parents to resolve the problem.

INCLEMENT WEATHER

When inclement weather prevents holding regular classes, an announcement will be made on WDLB AM 1450 and will be posted at <http://wdlbam.com/school-closings/> notifying parents and teachers of the cancellation. Whenever the Marshfield or Auburndale School District cancels classes due to severe weather, Religious Education classes will not be held that evening. If the weather changes after the school day ends and evening classes must be cancelled, WDLB will be notified and parents will be notified.

MATERIALS BROUGHT INTO CENTER

No food, candy, gum, toys, or electronic equipment should be brought to class. Students are permitted to bring in water bottles. Students are also asked to remove hats in the building. Any of these items may be collected by the teacher and returned at the end of the class. Exceptions may be made at the discretion of the teacher. All cell phones must be turned off while the student is on the parish property. If a student needs to be contacted, please call the CRE at 715-897-2882.

FIRST AID

A first aid kit and supplies are kept in the Religious Education office. Minor injuries and symptoms will be handled in the office. If the person on duty in the office considers the injury or illness to be of a serious nature, the office will attempt to contact a parent or guardian, or other responsible adult, as noted in the students records. Parents will be required to sign an injury/accident report, if necessary. This will be filed with the Diocese.

APPROPRIATE DRESS

Students are expected to dress in a manner appropriate for a Religious Education program. Shirts with offensive messages and/or pictures are distracting and disrespectful. A student who is inappropriately dressed may be asked to put a jacket over the offending garment or a parent may be called. Inappropriate clothing interferes with the teaching and learning process.

SEXUAL HARASSMENT

Diocesan Policy

Students in the Religious Education programs of the Diocese of La Crosse are entitled to learn in an atmosphere free from sexual harassment.

Provisions:

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwanted verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures, or graphic materials which are not necessary for instructional purposes."

2. No student shall be subjected to sexual harassment in a program sanctioned by the Diocese of La Crosse.
3. Any student or employee who engages in sexual harassment shall be subjected to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall immediately report such information to the CRE. Any information shall be treated confidential. All claims of sexual harassment shall be thoroughly investigated by the Director of Religious Education after consultation with the CRE and the parties involved.
5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment made in good faith

DIOCESE OF LA CROSSE GUIDELINES FOR REPORTING INSTANCES OF CHILD ABUSE

The Diocese of La Crosse, through its policies and procedures, seeks to provide a prompt, appropriate and compassionate response to reporters of sexual abuse of a child by any diocesan agent (bishop, priest, deacon, employee, religious, vendor or volunteer). Anyone wishing to make a report of an allegation of sexual abuse should send that report to Mrs. Karen Becker, Complaint Intake Agent, at the Diocese of La Crosse, P.O. Box 4004, La Crosse, WI 54602-4004. Alternatively, you can contact Mrs. Becker at 608.791.0179 or intakeagent@diolc.org. The reporting form is available through the Diocese of La Crosse Office of Safe Environment or on the diocesan website at: diolc.org/safeenvironment/reporting. Individuals are also encouraged to take their reports directly to civil authorities. Copies of the diocesan policy are available through your local parish and on the diocesan website. If you have any questions about the Diocese of La Crosse and the implementation of the Charter for the Protection of Children and Young People, please contact Teresa Brown, Diocese of La Crosse, at 608.791.2679; or tbrown@diolc.org.

SACRAMENTS

Non-participation in classes and activities necessary for the preparation for the sacraments of First Reconciliation, First Communion, and Confirmation may prevent or delay the reception of these sacraments. Reception of a sacrament is at the discretion of the pastor. The Sacrament of Confirmation must be entered into freely by the confirmation student, and must be a conscious choice.

Information pertaining to First Reconciliation and First Communion will be sent home at the appropriate times during the second grade year, and information and materials for Confirmation will be provided during the tenth grade year. Confirmation may occur in September of the junior year, in compliance with a mandate from the bishop and as scheduled by the dean of the Marshfield Deanery.

TRAVEL

Keeping in mind the safety of all involved, following is a statement from Diocese Directions and Guidelines regarding travel. (Physical Health page 8).

3. It is recommended that catechetical leaders strongly discourage travel for students and catechists. a. If someone travels outside Wisconsin, the catechetical leader may ask for destination information to determine if it will be necessary for the returning student(s) or catechist(s) be kept out of the parish building for fourteen calendars after the date he or she returns.