

St. Raphael the Archangel

Family Handbook

2016/2017

Following Jesus: Becoming Disciples



“As He was going along by the Sea of Galilee, He saw Simon and Andrew, the brother of Simon, casting a net in the sea; for they were fishermen. And Jesus said to them, ‘Follow Me, and I will make you become fishers of men.’ Immediately He called them; and they left their father....and went away to follow Him.”

(Mark 1:20)

Table of Contents

1. Vision and Contact Information
2. Curriculum Overview grades PK-8
3. Parent/Child Classes
4. Curriculum Overview grades 9-10
5. Sacraments
6. St. Raphael Religious Education Policies
7. Safe Environment Social Communications Policy
8. Classroom Management
9. Tuition
10. Home/School Connection

The Lord's presence dwells in real and concrete families, with all their daily troubles and struggles, joys and hopes... The spirituality of family love is made up of thousands of small but real gestures. In that variety of gifts and encounters which deepen communion, God has his dwelling place.

(Amoris Laetitia, Chapter 9)



Faith Formation Vision Statement

It is the vision of the Religious Education team and Catechists to always be present to our families as Jesus was and is present to us. We will be here to help you instruct your children in the teachings of the Catholic Church and to bring light to each child, as best we can, by living our Baptismal promise to proclaim the Good News of Jesus Christ!

Religious Education Department

(920) 233-8044

www.raphael.org/re

Fr. Doug Le Captain, Pastor, doug.lecaptain@raphael.org

Fr. Edward Looney, Parochial Vicar/Confirmation Program,
edward.looney@raphael.org

Jessie Adrians, Coordinator of Religious Education, jessie.adrians@raphael.org
x227

Jenifer Jensen, Elementary Coordinator/CLOW, jenifer.jensen@raphael.org x232

Tanya Hielke, Gr. 9/10 Coordinator, tanya.hielke@raphael.org x246

Tommy Nelson, Youth Minister Gr. 6-12, tommy.nelson@raphael.org x233

Ann Olig, RE Administrative Assistant, ann.olig@raphael.org x223

Dawn Prickett, Pre/K Sunday School Coordinator dprickett@new.rr.com

CURRICULUM OVERVIEW

Pre/K

PreK/K Sunday School is offered every other week, September-April. The program is for preschool (age 4 by 9/1/16) and kindergarten (age 5 by 9/1/16) age children. We use the Allelu! Curriculum with lessons featuring activities, Bible stories, music, crafts, prayer, games and more. Children imagine, explore, create, and DO! – Engaging all their senses as they gain the building blocks for a lifetime of Catholic Faith. Allelu! nurtures young children’s natural tendency to seek a relationship with God, reinforcing a strong sense of community and love.

Elementary and Middle School

Written by the Sisters of Notre Dame, Christ Our Life provides the foundation of our faith formation program. Some special features of this series are:

- Original spiral curriculum ensures consistent progress and development
- Faith content is developed throughout with Scripture integrated into each lesson
- Four pillars of the Church—Creed, Sacraments, Commandments, and Prayer—are integrated
- Abundant prayer opportunities invite personal and communal prayer
- Catholic Social Teaching connects with real-life faith
- New Evangelization Edition starting Fall 2016/17, beginning with 1st grade
- Online resources available for catechists, parents, and children to supplement and reinforce the concepts taught in class

The primary theme of each grade is:

1st Grade: God is good - Salvation

2nd Grade: God Cares for Us: Eucharist and Reconciliation

3rd Grade: We Believe - The Catholic Faith

4th Grade: God Guides Us: The Ten Commandments/Beatitudes

5th Grade: We Worship - Liturgy and the Mass

6th Grade: God Calls a People - The Hebrew Scriptures

7th Grade: Jesus the Way, the Truth, and the Life - Jesus Christ

8th Grade: The Church Then and Now - The Holy Spirit/Church History

We invite you to see the many online resources offered by Christ Our Life at <http://www.loyolapress.com/christ-our-life-about-the-program.htm>

Parent Child Classes Grades 1-10



St. Raphael offers a variety of ways for parents and children to connect and grow in their faith. One of those ways is by offering one parent child class for grades 1 & 3-10. Grade 2 will have three parent child classes to help children prepare for First Reconciliation and First Eucharist. Some fast facts to help you plan:

- The parent child classes are one hour in length and are held during your child's regular class time. (Tuesday/Wednesday at 4:15, 5:30 or 6:45)
- At least one parent must attend the parent/child class with their child.
- All other grade levels will have class as usual that evening
- Babysitting will be provided per parent RSVP.
- A reminder letter with RSVP will be sent 3 weeks in advance to remind families of the parent child class/dates times.

The dates of the parent child classes for 2016/2017 are:

| Grade | Parent/Child Class Dates |
|-----------|--|
| 1 | Oct. 4/5 |
| 2 | Oct. 18/19, Feb., 7/8, Mar. 7/8 |
| 3 | Nov. 29/30 |
| 4 | Jan. 3/4 |
| 5 | May 9/10 |
| 6 | Jan. 24/25 |
| 7 | Mar. 21/22 |
| 8 | Apr. 25/26 |
| 9 | Oct. 12 (Creed only) |
| 10 | May 3 (Theology of the Body only) |

High School

Grades 9 & 10

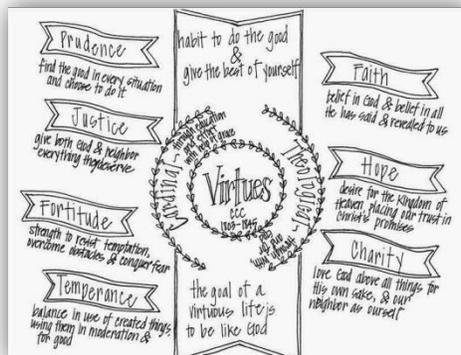
Dear parents,

Welcome back to another year of religious education at St. Raphael the Archangel Parish. We are excited to continue the journey of faith with you and your (now) high school son's and daughter's. We will continue to use the **Catholic Faith Handbook** for grades 9 & 10.

In grade 9 students will study a semester of *Sacraments and Prayer* and a semester of *Creed*. Grade 10 will study one semester of *Christian Morality* from the Catholic Faith Handbook and one semester of *YOU; Life, Love and Theology of the Body* (by; Jason and Christilina Everet).

The information presented through the CFHB will be broken down in four components; **Pray it!** Will open with prayer related to the chapter topic and invites interactive prayer opportunities; **Study it!** Is the heart of the lesson using the CFHB in class for topic background, history, connections to church teaching (CCC) as well as review questions; **Live it!** Engages students in learning an activity that connects the chapter topic to life experiences; and each session concludes with **closing prayer** connecting the participants to the main lesson objective.

Please note, on the previous page, that we will hold parent/child sessions this year in grades 9 & 10. The sessions are built into the class schedule; October 12 is for grade 9 parents and students, and May 3 is set aside for grade 10 parents and students. These sessions are designed to bring families closer to Christ, and not to test where you are at in your faith journey. We will provide families with ways they can talk about and live out their faith at home.



Youth Ministry: Students in grades 6-12 are invited to participate in youth ministry to grow deeper in their faith each day. The goal of youth ministry is to help our young people live as disciples of Jesus Christ while growing in love with Him and in community with each other. Families are encouraged to visit <http://www.raphael.org/#/re> for upcoming opportunities for youth to grow as disciples.

MIDDLE SCHOOL YOUTH MINISTRY



Middle School youth ministry is done through monthly opportunities for community building activities, service, and frequent opportunities to go deeper into their personal prayer lives.

HIGH SCHOOL YOUTH MINISTRY



All high school students are invited to participate in our AFTERSHOCK Youth Ministry program. **AFTERSHOCK will meet every Sunday after the 5pm Mass (September-May).** AFTERSHOCK is a small Christian Community open to high school teens from any background or parish and school. AFTERSHOCK will present students with the opportunity to grow deeper in their faith, have fun with their peers, be engaged as leaders, and most importantly have an opportunity to be present to each other as brothers and sisters in Christ while being formed as Disciples of Jesus Christ

Kyrios High School Retreat is offered at least twice per year (Oct 28,29,30/Feb. 24,25,26) and is an amazing opportunity for students to enter more deeply into their faith and become a part of a bigger community of their peers.

Mission Trip There is a high school youth mission trip every summer to help students begin to learn the value of service and to encounter Christ in the most vulnerable of our society.

SACRAMENTS

FIRST RECONCILIATION

Opportunities for participation in Reconciliation are offered at all grade levels. Preparation for the Sacrament of Reconciliation takes place in the fall of Gr. 2. This preparation occurs in three key environments: the religious education classroom, the home, and the community through parent/child retreats.

FIRST EUCHARIST

Preparation for the Sacrament of Eucharist takes place in the spring of Gr. 2 and is an important time for the children of St. Raphael Parish and their families. Similar to First Reconciliation preparation, preparation for First Eucharist occurs in religious education, the home, and community environments.

Confirmation

Students entering their junior or senior year who have completed high school faith formation classes, are invited to enroll in the confirmation program should he/she feel ready to commit to saying “yes” to a life lived in Christ. St. Raphael offers two different Confirmation tracks. The weekly course utilizes the multimedia based “Decision Point,” a Confirmation preparation program created by Matthew Kelly, internationally known author and speaker. The program engages high school youth in a meaningful and dynamic way about the genius of Catholicism. The program is designed not only to prepare our young Catholics for the Sacrament of Confirmation, but to teach and inspire them to respond and cooperate with God’s grace in all of the circumstances of their daily lives, long after their Confirmation has passed. The other offering, a monthly course labeled “intensive” uses Ascension Press’s “Chosen” program which utilizes several leading Catholic figures in their presentations. Confirmation classes meet September-May. In addition to attending weekly class sessions, candidates also participate in a retreat experience and a ministry shadow experience. The sacrament of Confirmation typically takes place in April or May.

RETURNING FAMILIES

We want all of our children and families to be with us always, but we also realize that sometimes life circumstances may create conflicts with faith formation class times and days. Opportunities for catechesis are provided throughout all grades for children and their families who have not yet received the Initiation Sacraments or are "out of sync" with their

peers. This process may involve CIC (Christian Initiation of Children) or RCIA (Rite of Christian Initiation of Adults). Please contact Jessie Adrians if you are a returning family.

St. Raphael Religious Education Policies

ABSENTEES: Attendance is expected at all sessions of our Religious Education program. If a child is not able to attend a class, parents should contact Ann Olig, the Religious Education Secretary, by email (ann.olig@raphael.org) or by phone (920) 233-8044. **Please contact the office by 12:00 on the day the absence occurs.** If parents do not notify the office before an absence occurs, the child will receive an unexcused absence for that class. In order to ensure a quality formation program, students in grades 1-10 are allowed 3 absences during the year. If a student misses more than the allowed number of absences without the knowledge of the grade level coordinator, a meeting between the coordinator and parent/guardian must take place to find ways to help the family ensure continued attendance.

Make-Up Work: In order to ensure we meet the needs of your child, make-up work will be given for any missed classes. *Missing more than ½ of your child's scheduled classes could result in not moving up the next year* Please contact your child's grade level coordinator to arrange for make-up work to be sent home should your child need to miss a class. **Note: All high school classes will be required to do make up work from any missed session.**

ALCOHOL/DRUGS/TOBACCO: Student use or possession of alcohol, drugs, or tobacco is prohibited on parish property and parish sponsored events. Police and parent contact will always be made according to Wisconsin State Statutes.

ARRIVAL/DEPARTURE: Our responsibility for children enrolled in the Faith Formation program begins not more than ten minutes before or after the program as the children enter or leave the building. Parents must drop off/pick up children within these time limits. **Children in Grades PreK-2 should be accompanied to their classroom, and picked up from their classroom, by a parent or designated adult.**

CANCELLATION: The rule of thumb is if public schools cancel class, religious education classes are also cancelled. Parents who want to know if an event has been cancelled are directed to the St. Raphael website (www.raphael.org) for up-to-date information. Parents are asked to call the office only if they do not have Internet access.

COMMUNICATION DEVICES: Students may not use 2-way or portable electronic devices during class time. This includes i-pods, i-pads, and "i-whatevers," unless the Coordinator determines that an exception is appropriate.

EARLY DISMISSAL: A student may be excused early from class only with a written excuse that states the reason and is signed by a parent/guardian or by a prior phone call from a parent/guardian to the Faith Formation office. All early dismissals occur from the office.

FOOD IN CLASS: In view of the large number of children with food allergies as well as the limited time which the catechetical schedule provides, food treats are not allowed in class except when provided by the administrators for all children on special seasonal occasions. Please contact your child's grade level coordinator a week in advance, should your child want to bring a treat for class.

HARASSMENT: In order to maintain a positive learning and working environment that is free from any type of harassment, every effort will be made to ensure that no harassment occurs within and among the staff/program. Employees, volunteers and students need to be aware of the local, state and federal laws as well as the mandate of Jesus to treat all with dignity and respect. Violations of this policy will be a cause for disciplinary action.

MEDICATION: The Coordinator of the Faith Formation Program, including the Youth Minister on extended trips, may administer to students under their care, medications lawfully sold without a prescription, provided that the consent and written instructions of the pupil's parents/guardians are on file.

SACRAMENT POLICY: Preparation for, and the Sacraments of First Eucharist and First Reconciliation, are celebrated in the parish where membership is maintained. Preparation for these sacraments happens in both the religion class (day school or evening religious education class) and in the parish itself, consisting of units pertaining to the background and understanding of the sacrament. Students participating in a sacramental preparation process must have adequately completed all grade levels in religious formation leading up to the grade level of immediate sacramental preparation. Since the involvement of parents/guardians in the child's preparation is seen as imperative and irreplaceable, parents/guardians are expected to participate completely in the various components of the preparation process. It is their unique perspective that discerns the readiness of their child for the sacrament. Expectations of classroom preparation for each sacrament may include parent meetings, parent-child gatherings and home-based family lessons, and is to be completed before and/or during the time of parish preparation. The parish of membership will communicate with parents regarding sacramental preparation and celebration.

SPECIAL NEEDS STUDENTS: Fostering the faith development of every child is of primary importance to the community of St. Raphael. Every effort will be made by the Faith Formation staff to meet the needs of all children. If your child has an IEP or needs additional support within the classroom, we are more than happy to partner with your family to provide support on a variety of levels. Please contact Jessie Adrians to schedule an appointment or for more information.

STUDENT DRESS: Students shall wear clothing appropriate to the learning environment of a church community or parish-sponsored event. Hats and coats are removed during class. Garments which advertise or promote values contrary to the message of Jesus are not acceptable. Attire that causes unsafe situations, such as heeled/wheeled shoes may not be worn. Students may not wear scanty and/or revealing clothing. Examples may include but are not limited to tube tops, halters, back-less tops, spaghetti straps, exposed midriffs or under garments. Since styles change, the Director or Coordinator reserves the right to determine what is inappropriate or distracting to the learning environment of a church community or a parish-sponsored event.

WEAPONS: No one shall possess, use, threaten, or store a weapon or look-alike weapon on parish property or at parish-sponsored events. Weapons are defined as anything that could cause bodily harm, property damage, or intimidation. Students in possession of a weapon, or reasonably suspected of being in possession of a weapon, may be subject to search and seizure. Such action would be done in the presence of an adult witness. The Police may be notified depending upon the results of the search. Parents will always be notified that such an event has occurred.

WITHDRAWALS: Please inform the Faith Formation office if you are moving or if for some other reason you are discontinuing in the program. Refunds cannot be granted after October 31, 2015.

SAFE ENVIRONMENT SOCIAL COMMUNICATIONS POLICY FOR THE DIOCESE OF GREEN BAY

Social networks and other digital communication offer individuals, groups and the Catholic Church an opportunity to connect in positive ways. We are able to encourage one another, strengthen community ties and boldly proclaim the Gospel of Jesus Christ. While communication has technically advanced, it is at its core a human interaction. This Safe Environment Social Communications Policy creates clear standards and expectations for online and digital communication to protect children, youth and individuals at risk in virtual spaces.

Parents are the primary catechists and role models of discipleship to their children. All ministry leaders and volunteers representing the Catholic Church have a responsibility to respect the wishes and stated desire of parents with regard to their child's level of participation in the use of social media or any form of digital communication.

A parent or guardian must complete the Parental Statement of Intent before any ministry representative may engage in any electronic communication with any minor or individual at risk, with whom they have any connection because of their ministry. Any educator, catechist, coach, youth minister or other representative of any parish, school or organization in the Diocese of Green Bay is responsible to have the signed Parental Statement of Intent on file at the local level, and the Parental Statement of Intent is good until revoked by the parent/guardian.

No ministry representative may engage in any non-public electronic communication (any digital communication to which a parent or guardian does not have direct and immediate access) with any minor or individual at risk without a parent or guardian having granted permission (selecting "Yes, I authorize") to do so in the Parental Statement of Intent. Guidelines for use of written words, photos, videos and audio recordings Clergy, employees, and volunteers must obtain parental or guardian permission to photograph, videotape.

Parents/guardians must sign the parental statement of intent before registration is accepted for religious education classes at St. Raphael. To view the Parental Statement of Intent and the Social Communications Policy for the Diocese of Green Bay visit:

gbresources.org/uploads/8/4/5/8/8458656/finaldraft_social_communications_safe_environment_policy_2_may_2015.pdf

Smoothing Out Discipline Problems: Strategies and Tools

To aid your family in preparing for RE classes, below are the procedures that catechists are asked to follow in regards to discipline in the classroom.

Tips for Smoothing out Discipline Problems

- 1. Have a plan:** Set ground rules for the classroom and involve the class in setting those rules. (See Classroom Management) Set clear and concise rules that are easy to understand.
- 2. Be Fair:** Students have a distinct sense of what is and what is not fair. You must act fairly for all students if you expect to be respected. If you do not treat all students equitably, you will be labeled as unfair. Students will not be keen to follow your rules.
- 3. Notice and reward positive behavior:** If your class is getting overly “chatty” pick out the one student who is listening quietly and say, “I like how Michael is raising his hand, or I really appreciate how Sarah is sitting quietly and waiting for directions.” You will be surprised at how quickly the others will follow their example. ☺
- 4. Deal with disruptions with little interruption:** When you have classroom disruptions, it is imperative that you deal with them immediately and with as little interruption of your class momentum as possible.
- 5. Avoid confrontations:** When there is a confrontation there is a winner and a loser. Avoid confronting students in front of the class.
- 6. Set High Expectations:** Start each session by telling the class what you expect from them, “I expect you to raise your hands when you have a question or comment”, always use a happy tone not demanding. Praise often when students engage in the class.
- 7. Over plan:** Avoid empty space in the time you have to teach the lesson. To do this have extra activities planned you can use to engage students, use challenges, word search or other age appropriate activities.
- 8. Be Consistent:** Enforce classroom rules consistently, do not change how you discipline or let things go on one day and be the enforcer the next.
- 9. Start Fresh Everyday:** Be sure to start each class with a smile and the same expectations. Greeting the students and asking them how their day or week is will help you build relationships that are trusting. Be present to the students; listen to them if they need time to settle in. Icebreakers are an excellent way to shift their minds from an already busy day to a lighter mood!

St. Raphael Catechist Discipline Procedure: If the above techniques fail, follow the 3 steps below

- 1) Give the student **one warning** in a clear and direct manner. “Peter, raise your hand instead of shouting when you have something to share.”
- 2) If they do not stop give them a **second warning**. “Peter, raise your hand if you have something to say so that others in the class can share.”

- 3) If the behavior continues, send another child to the front desk, or hang your “minion” tag on the outside of your door, and a coordinator will come to support you.

TUITION

- In-Parish Tuition: \$110, first child
- \$ 70 second child, 3 or more children are free
Family max is \$180, including High School classes
(Does not include Confirmation)
- Pre-School and Kindergarten - \$60
- Confirmation Classes- \$60 (Also includes Lourdes Students)
Includes materials, sacramental prep & retreat fees
- Out of Parish Tuition: \$180 per child

Gr. 2 SACRAMENTAL PREPARATION FEES

- First Eucharist \$25.00
- First Reconciliation \$25.00

Parents are expected to be members of St. Raphael Parish before registering their children in the Faith Formation program. Families who are not members of St. Raphael Parish wishing to enroll their children in the program will pay the out-of-parish tuition.

NOTE: No student will be excluded from any aspect of the Faith Formation program because of the inability to pay. All fees are negotiable with the Coordinator (Jessie Adrians) depending upon your financial circumstances. Please email jessie.adrians@raphael.org or call 233-8044 and ask for extension 227. Strict confidentiality will be maintained.

Home/School Connections

Faith Enrichment: We welcome and rejoice over family involvement in religious education! Various opportunities will be provided for the ongoing faith growth of your family. Family Religious Education is facilitated through parent/child classes. In addition, family social and service opportunities will be offered throughout the year.

Classroom Visitation: Parents are welcome to visit their child(ren)'s classroom anytime or to attend any of the special events (i.e., Liturgy, Reconciliation, speaker, concert, etc.) For safety reasons, all visitors must check-in and check-out at the welcome desk when entering Church.

Volunteers: Parent's positive involvement serves as the most significant message to their child(ren). There are many volunteer areas and levels of time commitment. Please contact the Religious Education staff if you are interested in volunteering for religious education

Communication: Communicating with families is a priority for our Religious Education staff. We communicate in a variety of ways:

- **RE folder:** All students are asked to carry an RE folder back and forth to class each week. In the folder you will find suggestions for family prayer, a summary of what your child has learned that evening, important announcements, and handouts pertaining to upcoming events for children and families. **Please check your child's folder on a weekly basis.**
- **E-Newsletter:** A monthly newsletter is sent via e-mail on the third Friday of each month. **To update your e-mail information visit <http://raphael.org/media/email> and follow the directions at the bottom of the page to update your e-mail information.**
- **Parish website:** The parish website, www.raphael.org/re, has up-to-date information about the program.
- **Other:** Informal contact is provided by catechists and the Religious Education staff throughout the year. Please feel free to contact us with any questions or concerns, or just to chat.