



Holy Spirit

Faith Formation Program

Elementary & Middle School Handbook
2010-2011

*"Go, therefore, and make disciples of all nations,
baptizing them in the name of the Father, and
of the Son, and of the Holy Spirit, teaching them
to observe all that I have commanded you."*

Matthew 28:19-20

HOLY SPIRIT FAITH FORMATION

W2796 Cty. Rd. KK, Appleton, WI 54915
620 E. Kimberly Ave., Kimberly, WI 54136

(920) 734-6470
(920) 788-7655

August, 2010

Dear Parents,

Thank you very much for enrolling your child/children in the Holy Spirit Faith Formation Program for the 2010-2011 school year. As parents and teachers it is our responsibility to proclaim the Gospel to our children in the midst of a culture that is in so many ways opposed to the values of Jesus and the Kingdom of God.

Before Jesus ascended to heaven, He commissioned His apostles to go forth to teach and to baptize. That really is the mission of our faith formation program. Our catechists are commissioned at the beginning of each school year to teach our children and youth, to immerse them in the Mystery of God.

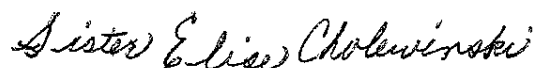
How can parents immerse their children in the mystery of faith? Let prayer be one of the main activities of your family. Teach your child/children the basic Catholic prayers and keep reviewing them. Be a model of living according to Christian beliefs and values. Check to see that the religion homework is completed each week. Bring your family to church every week to celebrate the Sunday liturgy. Keep in mind that the Eucharist is the central activity of the Church. Help your child/children develop the realization that our Catholic Faith is not a small compartment in our weekly routine; it is a way of life.

As adults we need to continue growing in our understanding of the Catholic Faith. We invite you to give serious consideration to attending our course on the Gospel of Matthew. The course will be taught on Tuesday mornings in Darboy and Thursday mornings in Kimberly. No previous experience of Bible study is necessary. The classes are informal and provide many opportunities for asking questions.

In regard to other opportunities for adult education, we will be providing a question/answer session three different times this year. The people who attended these sessions last spring requested that we have continual sessions like that, because they learned so much about the Catholic Faith. We also strongly encourage parents whose children are preparing for the Sacraments of Reconciliation and Eucharist to participate in the parent meetings for those sacraments.

May God bless you and your family as you grow together in the Catholic Faith.

Sincerely,



Sister Elise Cholewinski
Director of Religious Education

FAITH FORMATION STAFF

Father David Beaudry.....788-7640
Sr. Elise Cholewinski, Director of Religious Education.....734-6470 & 788-7655
Diane Cahall, Elementary Coordinator.....734-6470
Terry Zake, Secretary/Bookkeeper/Facilitator.....734-6470
E-mail, Darboy.....redar@holyspirit-parish.org
E-mail, Kimberly.....rekim@holyspirit-parish.org
E-mail, Sr. Elise.....cholewinskie@holyspirit-parish.org
Holy Spirit Website.....www.holyspirit-parish.org

Faith Formation Committee – Anne Appleton, Mary Littrell, Sheri Manderle,
Sue Vosters, & Molly Weberpal-Gabler

CATECHISTS

Grade 1 Mary Hooyman
Wendy Santkuyl
Sheri Treu
Sue Vosters
Alexandria Felton
Deb Winnen

Grade 2 Barb Craghan
Mary Hietpas
Lisa Lamers
Lisa & Hannah Thiry
Marcia Trentlage

Grade 3 Lori Coonen
Debbie Herbst
Jody Karrmann
Maria Schreiber
Holly Willenbrink

Grade 4 Marlene Benzschawel
Julie Kulas
Michelle Raatz
Alicia Siebers
Phil Van Thiel

Grade 5 Geri Angiulli
Therese Bishop
Lori & Beth Dietzen
Kathy Horn
Kathy Jarolimek
Karen Wirth
Kathy Richardson

Grade 6 Steve Hamilton
Cathy Johnson
Sheri Manderle
Richard McFaul
Joyce Wittmann

Grade 7 Paula Bonfigt
JoAnne Budi
Yvonne DeGroot
Don Maes
Marie Mathews

Grade 8 John Bishop
Tina Lockhart
Andrew Reimer
Bill Richardson
Barb Wrchota

Catechist Assistant
Conrad Olm

Substitutes Carol Tourville (*Gr. 1*)
Randy Van Handel (*Gr. 1-3*)
Sue Vanden Boogard (*Gr1-3*)
Mary Couillard (*Gr. 2-5*)
Kathy Wippich (*Gr. 4 & 5*)
Julie Baker (*Gr. 6-8*)
Ed Davidson (*Gr. 6-8*)
Beth Gundrum (*Gr. 6-8*)

PROGRAM INFORMATION

In order that our programs run smoothly, our children are safe, and students can experience optimal learning, we ask your cooperation in the following matters:

1. If a student is going to be absent, the religious education office needs to be contacted through a note or phone call.
2. If a student needs to be dismissed early, a note needs to be presented to the teacher at the beginning of class. The student is to be picked up at the classroom door.
3. For the safety of all our students, the doors to our buildings will be locked fifteen minutes after classes begin. Anyone wishing to enter the building after that time must contact the Faith Formation office at that particular site, and someone will be available to open the door.
4. If a child needs to receive medication during class time, that medication needs to be given to, and dispensed by, the director of religious education or the coordinator at the particular site.
5. All cell phones need to be turned off during class time.
6. Gym shoes with wheels, Heelys, are not permitted in the buildings.
7. Alcohol and other drugs are not allowed on the school premises. Firearms, weapons, and other dangerous objects are not permitted in the parish buildings or on the parish property. Any student in possession of a firearm shall be immediately suspended.
8. Students in the Faith Formation Program have a right to use the facilities. They also have the responsibility to respect the property that is used.
9. Although special treats may be provided on occasion, generally speaking, no food, gum, or drinks are allowed in the classrooms.
10. Students are asked to respect and obey their teachers and to cooperate with them in the prayer, discussion, and activities of the class. They are expected to complete their homework assignments.
11. If a serious discipline problem occurs with a student, a report will be filled out by his/her teacher and signed. A copy will be sent to the parents and will be followed by a phone call or letter from the director of religious education.
12. Children in Grade 2 must complete the first grade curriculum before beginning formal preparation for First Communion.
13. Students are required to dress appropriately for classes. We observe the same dress code as the Kimberly Public School District.

EVALUATIONS

Students in Grades 1-8 will receive a progress report for the purpose of evaluation twice during the year. This is to inform parents of the student's attendance, knowledge, and class participation. The report received after the first semester is to be signed by one of the parents and returned to the religion teacher.

CANCELLATION OF CLASSES

If classes need to be canceled due to bad or extremely cold weather, each of the following will be done:

1. Public schools will be contacted and asked to announce the cancellation.
2. If the Kimberly Public Schools cancel classes or close early because of storms, there will be no religion classes that afternoon or evening.
3. The following radio station will be contacted to announce the cancellation: WHBY (1150 AM). Please listen to this station.
4. The following television stations will be contacted to announce the cancellation: WFRV (Channel 5) and WLUK (Channel 11). Please watch these channels.

TUITION

Parish member:	\$95.00 per student
First Communion fee:	\$25.00
Retreat fee for 8th grade:	\$10.00
Out of Parish tuition:	\$225.00 per student
Late fee (<i>if registering after September 1st</i>):	\$10.00 per family

PROCEDURES AT DARBOY

1. We follow a special traffic policy for Wednesday classes. The west driveway, between the church building and cemetery, will be a one-way entrance into the parking lot. After dropping off students at the carport entrance to the school, cars will then exit at the east driveway next to the athletic field, which will be a two-lane, one-way exit that allows cars in the right lane to exit west onto "KK" and cars in the left lane to exit east onto "KK." There will be no parking in the spaces immediately in front of the sidewalk by the carport entrance. ***All students must be dropped off and picked up at the back of the building only.***

2. Students should enter the school at the back of the building, by the carport. Children who come to afternoon classes may use the playground equipment or wait in the back hallway until the bell rings. Students who come for evening classes should wait at the carport or in the back hallway until the time of classes. Supervision will be provided ten minutes prior to the beginning of each class. Middle school students may enter the building at 6:00 P.M. to attend supervised open gym when scheduled.

PROCEDURES AT KIMBERLY

1. Children in Grades 4 and 5 should enter the parish center using the door that states "*Religious Education*" above it.

2. The school parking lot will be reserved for catechists and high school students. Parents may park on the streets or in the parking lot west of the church. They are advised to walk their children to the building where they are having class and to meet them at that building at the end of class.

3. On Wednesday afternoons the parking spaces on the street in front of the school and parish center will be reserved as an area where parents may drop off and pick up their children. No parking will be allowed in those spaces between 4:15 and 6:15.

RELIGION CURRICULUM

Grade 1: Children in the first grade learn about God who has created us and cares for us. They learn the story of Jesus, especially the events surrounding His birth, and how He showed Himself to be a true friend. They learn about the Holy Spirit, who guides the Church. Parents are asked to help their children learn the Sign of the Cross, the Our Father, and the Hail Mary.

Grade 2: During the first semester attention is given to Baptism as the sacrament that initiates us into the Church and the parish community. The Sacrament of Reconciliation is explained in a simple style. The children will receive that sacrament during the season of Advent. The second semester is devoted to preparation for First Communion. Parents are asked to help teach their children the responses that are made during the various parts of the liturgy and to complete the work given to them at the parent sessions.

Grade 3: Third graders learn about the life of the early Church as well as the life of the Church today. They review the mass, become aware of the Church as a community working for peace and justice, and learn the four marks of the Church. Parents are asked to help their children learn the Apostles' Creed.

Grade 4: Children in the fourth grade review the Sacrament of Reconciliation. They learn the Beatitudes, the Ten Commandments, and the procedure for receiving the sacrament. Parents are asked to help their children learn the Ten Commandments and the Act of Contrition.

Grade 5: Children in the fifth grade are presented with the concept of the Church as the sacrament of Christ. Then they study the sacraments of initiation, the sacraments of healing, and finally the sacraments of vocation. Parents are asked to help their children learn the Nicene Creed and the holy days of obligation.

Grade 6: Sixth graders focus on the Old Testament as their course of study. They learn about the origins of the world, of the human race, and of sin as presented in the Bible. They learn about the kings and prophets of ancient Israel. A significant amount of time is spent on the story of Moses and the Exodus. In addition to their regular course, the students have a special class on sexuality, to which parents are invited to attend.

Grade 7: Seventh graders review the doctrine of the Blessed Trinity. Then they study the New Testament, with a focus on the life of Jesus.

Grade 8: Students in the eighth grade study the history of the Catholic Church. Eighth graders are required to participate in a retreat. The retreat is scheduled for Wednesday, April 20, from 6:00-8:00 P.M., at Holy Spirit School, Darboy.

Special Experiences: The children in our grade school program will have a Thanksgiving Prayer Service during November, Advent Prayer services during December, and the Stations of the Cross once during Lent. They will also be invited to participate in a Christmas pageant. During the last class in spring they will have a May crowning prayer service. Our middle grade students will have Advent Prayer services and will pray the Stations of the Cross during Lent. Our sixth graders will have a special prayer service focusing on the Holy Bible.

ADULT FORMATION

Sacrament of the Eucharist: This is a course for parents whose children are preparing to receive the sacrament for the first time. Two sessions are held, and parents are given activities to do with their children at home at the conclusion of each session. Parents may choose to attend the classes either on Sunday evenings or Thursday evenings.

Sacrament of Reconciliation: This is a class for parents whose children are preparing to receive the sacrament for the first time. One session is held, and parents are given activities to do with their children at home at the conclusion of the session. Parents may choose to attend the class either on a Sunday evening or a Thursday evening.

Bible Study Groups: Two groups will be studying the Gospel of Matthew this year. One group will meet on Tuesday mornings at Darboy. A second group will meet on Thursday mornings at Kimberly. All adults are welcome. No previous experience in Bible study is necessary.

Adult Library: The religion room in Darboy has a section of shelves devoted to adult reading. The parish center at Kimberly has a library containing many good books for spiritual reading. Any adult from the parish is welcome to check out these materials.

Spiritual Direction: Personal guidance in developing a deeper spiritual life and discerning God's will in the decisions one must make on life's journey is available in our parish. Please contact Sr. Elise if you would like to receive spiritual direction.

ADULT EDUCATION SCHEDULE

Parent Meeting: Reconciliation, 7:00-8:30

Thursday, October 14/Sunday, October 17

Parent Meetings: Eucharist, 7:00-8:30

Thursday, December 2/Sunday, December 5
Sunday, February 6/Thursday, February 10

Adult Study of the Gospel of Matthew

Tuesdays, 9:00-10:30 A.M., Darboy

September 14 thru November 16

January 4 thru April 12

Thursdays, 9:00-10:30 A.M., Kimberly

September 16 thru November 18

January 6 thru April 14

Catechist Inservices

Wednesdays, 4:30-5:45/7:00-8:15

September 8, Darboy

October 27, Darboy

January 5, Darboy

February 16, Darboy

March 23, Darboy

FAITH FORMATION SCHEDULE
Elementary and Middle School Grades
2010-2011

Grades 1, 2, & 3 meet on Wednesdays, from 4:30-5:30, at Darboy

Grades 4 & 5 meet on Wednesdays, from 4:45-5:45, at Kimberly

Grades 6, 7, & 8 meet on Wednesdays, from 6:30-7:45, at Darboy

September 8 - No class/Inservice

September 15 - Class

September 22 - Class

September 29 - Class

January 5 - No class/Inservice

January 12 - Class

January 19 - Class

January 26 - Class

October 6 - Class

October 13 - Class

October 20 - Class

October 27 - No class/Inservice

February 2 - Class

February 9 - Class

February 16 - No Class/Inservice

February 23 - Class

November 3 - Class

November 10 - Class

November 17 - Class

November 24 - No class/Thanksgiving

March 2 - Class

March 9 - Class

March 16 - Class

March 23 - No Class/Inservice

March 30 - Class

December 1 - Class

December 8 - No Class/Holy Day

December 15 - Class

December 22 - No class/Christmas

December 29 - No class/Christmas

April 6 - Class

April 13 - Class

April 20 - Class

Eighth Grade Retreat: Wednesday, April 20, 6:00-8:00 P.M., Darboy

First Communion Retreats: Saturdays, March 19, March 26, and April 2
10:00 A.M. - 2:30 P.M., Darboy

First Communion: Saturday, April 30
Saturday, May 7
Saturday, May 14

Sunday, May 1
Sunday, May 8
Sunday, May 15

PARENT/STUDENT HANDBOOK AGREEMENT FORM

We have read and agree to be governed by this handbook.

Student signature(s) _____

Parent/Guardian signature(s) _____

Date _____

School/Principal's or Catechetical Program/RE Administrator's Right to Amend Handbook

The school/principal or catechetical program/RE administrator retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.

Please return this page by September 15, 2010