

Holy Spirit

Faith Formation Program



Elementary & Middle School Handbook

2011-2012

“LORD, TO WHOM SHALL WE GO? YOU HAVE THE WORDS OF ETERNAL LIFE. WE HAVE COME TO BELIEVE AND ARE CONVINCED THAT YOU ARE THE HOLY ONE OF GOD.”

JOHN 6:68-69

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, 2011

Dear Parents,

Thank you very much for enrolling your child/children in the Holy Spirit Faith Formation Program for the 2011-2012 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.

As we begin this school year, we need to be aware of three new things that will be happening in our program. On Wednesday, September 21, Father Dave will celebrate Mass for all students in Grades 1-8 and their parents. The Mass will be held at 4:45 P.M. in the Darboy church. It will take the place of the classes that day. During the fall we will be preparing our students for practicing the new prayers and responses for the Mass. These changes will take place on the first Sunday of Advent, November 27. Sometime in the spring we will be administering a standardized religion test to all students in Grades 5 and 8. Bishop Ricken has asked that all parishes in the diocese conduct this testing.

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 John. 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.

Another opportunity for adult faith formation is the parent programs we conduct for parents whose children are preparing to receive the Sacraments of Reconciliation and Eucharist. We strongly encourage parents to attend the three sessions. A basic understanding of the sacraments will be presented and suggestions for explaining the sacraments will be given.

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/ 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 – Christy Glocke, Sheri Manderle, Karen Stumpf,
Sue Vosters, Molly Weberpal-Gabler, & Kathy Wippich

CATECHISTS

<u>Grade 1</u>	Mary Hooyman Anne Rappert Phil Van Thiel Sue Vosters Alexandria Felton Deb Winnen	<u>Grade 6</u>	Steve Hamilton Kathy Jarolimek Cathy Johnson Michelle VandeWettering Sheri Manderle Richard McFaul Joyce Wittmann
<u>Grade 2</u>	Mary Hietpas Lisa Lamers Breanna Hooyman Lisa & Hannah Thiry Marcia Trentlage Sheri Treu	<u>Grade 7</u>	Paula Bonfigt Lindsey Lamers Marie Mathews Bill Van Nuland Amy Vanden Boom
<u>Grade 3</u>	Brenda Fries Maria Schreiber Wendy Van Nuland Gene & Luanne Vandenberg Holly Willenbrink	<u>Grade 8</u>	Adam Horn Brian Levesque Tina Lockhart Andrew Reimer Bill Richardson
<u>Grade 4</u>	Cindy Bartlett Amber Buchholz Marlene Benzschawel Lori Coonen Kari Goldapske Kathy Wippich	<u>Substitutes</u>	Randy Van Handel (<i>Gr. 1-3</i>) Kip Carlson (<i>Gr. 1-5</i>) Judy De Motts (<i>Gr. 1-8</i>) Mary Couillard (<i>Gr. 2-5</i>) Lori Dietzen (<i>Gr. 5</i>) Beth Gundrum (<i>Gr. 6-8</i>) Kathy Miller (<i>Gr. 6-8</i>) Jo Ellyn Scheuers (<i>Gr. 6-8</i>) Barb Santkuyl (<i>Gr. 8</i>)
<u>Grade 5</u>	Therese Bishop Kathy Horn Julie Kulas Michelle Raatz Kathy Richardson Karen Wirth		

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:	\$100.00 per student
First Communion fee:	\$30.00
Retreat fee for 8th grade:	\$10.00
Out of Parish tuition:	\$225.00 per student
Late fee (<i>if registering after September 2nd</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 4, from 6:00-8:00 P.M., at Holy Spirit School, Darboy.

Special Experiences: The students in our elementary and middle grades will have the opportunity to participate in a Mass with their parents on September 21. 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 John 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 13/Sunday, October 23

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

Thursday, December 1/Sunday, December 4

Thursday, February 9/Sunday, February 12

Catechist Inservices

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

September 7

October 26

January 4

March 21

Adult Study of the Gospel of John

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

September 13 thru November 15

January 3 thru March 27

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

September 15 thru November 17

January 5 thru March 29

FAITH FORMATION SCHEDULE
Elementary and Middle School Grades
2011-2012

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 7 - No class/Inservice
September 14 - Class
September 21 - 4:45 P.M. Mass, Darboy
September 28 - Class

October 5 - Class
October 12 - Class
October 19 - Class
October 26 - No class/Inservice

November 2 - Class
November 9 - Class
November 16 - Class
November 23 - No class/Thanksgiving
November 30 - Class

December 7 - Class
December 14 - Class
December 21 - Class
December 28 - No class/Christmas

January 4 - No class/Inservice
January 11 - Class
January 18 - Class
January 25 - Class

February 1 - Class
February 8 - Class
February 15 - No Class/Confirmation
February 22 - Class
February 29 - Class

March 7 - Class
March 14 - Class
March 21 - No Class/Inservice
March 28 - Class

April 4 - Class
April 11 - No class/Easter Break
April 18 - Class

Eighth Grade Retreat: Wednesday, April 4, 6:00-8:00 P.M., Darboy

First Communion Retreats: Saturdays, March 17, March 24, and March 31
10:00 A.M. - 2:30 P.M., Darboy

First Communion: Saturday, April 21
Saturday, April 28
Saturday, May 5

Sunday, April 22
Sunday, April 29
Sunday, May 6

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 14, 2011