Holy Family
Faith Formation
Parent/Student Handbook

2018–2019

Holy Family Faith Formation
231 Sinclair Lewis Ave.
Sauk Centre, MN 56378
320-352-5580
REGISTRATION AND TUITION
After the first day of class, each child needs to have a registration form on file to be in class. Students without a form on file will have to be picked up by a parent or the parent can come at the beginning of class to complete the form. The tuition for all grades is $65 (except 12th grade which has no fee). The parishes subsidize over $200 for every child. It has been the policy of Holy Family Religion that no child be turned away because of a family’s inability to pay tuition. However, we strongly encourage everyone to pay some tuition.

RELIGION TIMES
Grades 1-6:
Class times for grades 1-6 is from 3:15-4:30 pm on Wednesdays. We ask that all students use the bus transportation to Holy Family School or have a parent drive them. We expect that students do not walk, ride bikes or snowmobile.

GIFT (Growing In Faith Together):
This program meets 11 times during the year on Sunday or Wednesday evenings from 7:00pm-8:45 pm.

Confirmation Class (11 Grade):
This class kicks off in September with a parent/student meeting where students are given a calendar for the year. They have something scheduled about once a month. There is also a retreat on Friday, Oct. 19, 2018 at 8 am- Sat., Oct. 20 at 4:30pm. This retreat is at Luther Crest Bible Camp, Alexandria.

YOU (12 Grade):
This optional class is offered during the 2 hour late starts during the year. There is no fee. We spend the year studying St. John Paul II’s Theology of the Body for Teens in this new format. Class is from 8:15 am-9:45 am in the meeting room at St. Paul’s Church. Muffins and juice provided.

ATTENDANCE POLICY
If you miss faith formation, please:

Elementary:
  a. LET US KNOW! We need to be sure every student is safe and accounted for with the parent/guardian. Please call us in advance or during the first 15 minutes of religion class. On a Wednesday, before 2:15 pm you can call 352-5580 and after 2:15 pm you need to call us at H.F.S. (352-6535) to let us know of your child’s absence.

GIFT Attendance:
  a. If you are going to miss GIFT and can make one of the other GIFT sessions, call Kathy and let her know which session you plan to attend. Please make every effort to attend the 11 classes. Wi
  b. If you do miss this year, there is a link I can give you to watch the video online so you can make up part of the class that you missed if we are doing a lesson (if you would like the information covered in small group, please contact Kathy).
TEXTBOOKS
Elementary and GIFT are using parts of different series, so they will not be keeping or writing in textbooks this year.

CLASSROOM GUIDELINES
Students are expected to listen to their teacher and be respectful of all people and property. We have established some guidelines for all the classes.

These are the CLASSROOM RULES for your child’s class:
1. Be respectful of the teacher, other students, and the classroom in which your class is held. (ex. Listen to your teacher, only one person talks at a time, and stay out of the desks).
2. Participate in each lesson and stay on task.
3. Be on time and come prepared (bring your books, know your prayers, and so on...)

DISCIPLINE GUIDELINES
To provide a safe and good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. All students are expected to be on their best behavior while at classes and to follow individual classroom guidelines for behavior. Our policy states:

Students who are disruptive or misbehave will be sent to the office. Parents will be notified and a decision for further action will be decided upon by the Director of Faith Formation/Elementary Coordinator in collaboration with the priests. Students who are a continual disruption will be asked to be taught at home. Since parents attend sessions with GIFT, students are not sent to the office. If there is a problem, we will set a time to discuss it with your family.

Dress Code
Student dress should be appropriate, comfortable, and in good taste. Clothing advertising alcohol and tobacco products and containing inappropriate language and/or messages will not be worn.
1. Students are not permitted to wear tank tops, tube tops, halter tops, midriff tops or see-through clothes.
2. Students should not wear hats, caps, or other head coverings inside the building. Winter hats are fine to wear before and after class when it’s cold.
3. If clothes are inappropriate or do not follow guidelines, the program reserves the right to contact a parent to bring other clothing for the student.

TOBACCO/CHEMICAL-FREE SCHOOL AND PASTORAL CENTER
Holy Family School and our Youth Center are tobacco/chemical-free and no person is permitted to use it in the school/Youth Center or on school/Youth Center grounds.

INDOOR/OUTDOOR SAFETY
Students will be expected to exhibit good behavior before and after each class period especially while in the halls. Rollarblades, skateboards and Heelys are not allowed in the halls, and when winter comes, there is no throwing snowballs or driving snowmobiles on the school property. We expect all students and parents to use the crosswalks and we need all parents to not park in yellow areas because it reduces visibility with the crosswalk.
FIRE DRILLS OR EMERGENCY EVACUATION
In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm or bell. Each teacher will instruct the students regarding specific procedure.

OFF SITE SAFETY SITE
If we need to evacuate the building, and after we have accounted for everyone and we are not able to go back into the building, our first choice for a Safety Site is St. Paul’s Church. We need to evacuate further than St. Paul’s Church, we will walk down to the Sauk Centre Armory.

TORNADO DRILLS
In case of tornado emergency, there will be an announcement made over the intercom if possible, or upon hearing the sirens, everyone will go to the assigned area in the corridor or along the inside wall. When students are asked to assume the “tornado position,” they are to do the following:
1. Sit on a floor.
2. Tuck head between knees and cover head with arms.
3. Remain quiet until all clear is sounded.

EMERGENCY CLOSING & WEATHER RELATED CANCELLATIONS
Occasionally it may be necessary to cancel classes because of inclement weather, or unforeseen emergency. Announcements regarding closing will be sent via Remind. If the schools close early on a Wednesday or if they were canceled for the day, we are automatically canceled (both after school and GIFT/Confirmation). If we are cancelling and school is in session all day we will have it announced at school. If you do not feel it is safe to send your child to religion classes due to weather, you reserve the right to keep them home and call them in absent.

FIELD TRIPS
At times during the year, students may have the opportunity to go on a field trip or youth group activities. Information about the trip and a permission slip will be sent home or will be available at the Youth Center or Faith Formation Office in Holy Family School. The form will need to be completed and signed by a guardian. This permission slip must be returned for your child to be able to attend.

MEDICAL INFORMATION
If a student is seriously hurt or becomes ill at elementary faith formation, he/she will be sent to the office to be cared for until the parent can pick them up. Teachers and other staff members do not have the right to give aspirin or other medications without your permission. Remember it is important that we know where to reach a parent or guardian during class in case of an emergency.

RECORDS
Faith Formation records are confidential. The faith formation program provides by the provisions of the Buckley Amendment; all parents, custodial and noncustodial, are given access to records unless there is a court order to the contrary. If parents wish to see their children’s records, they should contact the office or see the administrator.
WEAPONS
Possession of a weapon by a student or adult other than a safety officer in educational and parish faith formation facilities or other designated areas is prohibited.

Definition: “possession” refers to having a weapon on one's person or in educational areas. “Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Examples of weapons are: guns (including pellet guns, BB guns, look-alike guns, and nonfunctioning guns that could be used to threaten others), knives, clubs, metal knuckles, numchucks, throwing stars, explosives, stun guns, ammunition, or any type of bomb or explosive device.

HARASSMENT
Harassment is unacceptable conduct that is severe, pervasive and deliberated. Holy Family Faith Formation will follow these guidelines in responding to any complaint of harassment.
1. Everyone at Holy Family Faith Formation has a right to feel respected and safe. These policies and guidelines are to help prevent harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender: name calling, jokes, rumors, pulling on clothing, graffiti, notes or cartoons. Unwelcome touching of person or clothing, offensive graphic poster or book covers, or any words or actions that make a person feel uncomfortable, embarrassed or hurt ones feelings.
3. If any words or actions make one feel uncomfortable or fearful, they need to tell a teacher, the Director of Faith Formation or a higher supervisor, or submit a written report.
4. The complainant’s right to privacy will be respected as much as possible.
5. All reports of religious, racial or sexual harassment or violence are taken seriously and appropriate actions based on the written report will be taken.
6. Holy Family Faith Formation will take action if anyone tries to intimidate a complainant or takes action to hurt the person because a report was made.

RIGHT TO CHANGE OR REVISE
The religion program or administration retains the right to change or revise the handbook for just cause or if new situations develop. We will try to promptly notify you if any changes are made.