

ST. MARY'S RELIGIOUS Education Parent Handbook 2025–2026



St. Mary of the Immaculate Conception
N2385 Municipal Dr.
Greenville, WI 54942
(920)757-6555

Dear Parents and Guardians,

Praised be Jesus Christ! Welcome to St. Mary's Religious Education program. For those of you who are new, welcome to our program. For those veterans to the program, welcome back. We are glad to be your partners in the spiritual and religious formation of our youth.

The purpose of this handbook is to serve as a guide to the general operations and expectations of those in the program. Hopefully, it will answer some of your questions. Please read and discuss this handbook as a family and keep it as a reference during the year.

The RE program is centered upon the teachings of Jesus Christ and His Church. Attendance at RE and regular Mass attendance is required. Religious Education is a supplement to help children and families grow in faith, but it is not meant to nor can it replace being involved in the sacramental life of the Church.

The purpose of this program is to assist parents in educating their children in the faith. Parents have the duty of teaching the Christian life in word and action on a day to day basis. Families are encouraged to share what they have learned and to pray together. We thank each of you for being good stewards, for your prayers and the services you render to Religious Education and the parish as a whole.

In Christ,

Your Religious Education Team

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mwarden@stmarygreenville.org

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Information about the RE program is available on the parish website at stmarygreenville.org or by using the QR code.



Board of Catholic Education

The Board is responsible for the Religious Education Program and the Catholic School, as well as the facilities these programs use. It oversees budgets, creates policies, sets long range plans and guides personnel. Meetings are held the second Tuesday of each month.

Parental Involvement

Religious Education

We recognize that parents and families are the primary teachers of our faith to their children. **Parents are expected to take their children to Mass and to teach their children how to pray especially the basic Catholic prayers of the Our Father, the Hail Mary and the Glory Be.**

We appreciate the opportunity to provide formal classroom instruction and offer various ways for parents and families to be involved in the program:

- Catechist: Support parents in religious education by helping youth make connections between life and faith. They teach classes, encourage and lead service projects and assist with worship, prayer, faith experiences and retreats.
- Catechist Helper: Support the catechist with hospitality, activities, discussion, attendance and assignments.
- Help during sessions (hall monitor, selling Scrip, etc.)
- Donate refreshments for special events
- Chaperone for youth events
- Childcare for catechist's children during classes
- Participate in special Liturgies
- Assist with service opportunities for youth

Modeling Faith

Your children will learn by following your example. Their commitment to faith will be strengthened by your lead in attending weekly Mass, by your stewardship (prayer, ministry, and finance), and by helping those in need. "Inspired by the example and family prayer of their parents, children, and in fact everyone living under the family roof, will more easily set out upon the path of a truly human training, of salvation and of holiness" (Vatican II).

Prayer

- Pray together as a family, especially at mealtime and bedtime, and encourage individual prayer.
- Read and talk about the Sunday Gospel.

- Celebrate sacraments and observe holy days and church seasons.
- Pray memorized prayers and pray spontaneously.

Family Nights

There are Family Nights shown on the RE calendar. Both parents should attend the family nights if at all possible. It is important for children to see both their father and mother giving the example that faith is important.

Drop-off / Pick-up of Children

- Drop-off must be at the main church doors.
- Pick-up can be from the main parish or school doors with the following exception, **parents of Kindergarten-3rd grade must pick up their children in the St. Joseph Hall, located inside the main church entrance.**
- Please do not park under the overhang as this can create dangerous congestion.
- Your cooperation and vigilance, especially in winter with slippery pavement and darkness is appreciated and will contribute to a safer environment for all.

Communications

Flocknote will be used to communicate with families. Please visit our Flocknote page to register and update your contact information.

When communicating your concerns or feedback about the St. Mary Religious Education Program, please do the following:

- Bring your concerns to the Director of Religious Education.
- If you wish to bring your concern to the Board of Catholic Education or the Parish Pastoral Council, we ask that you contact the Board Chairperson or the Parish Council Chairperson, at least two weeks before the meetings. To budget time, issues must be on the agenda or they cannot be addressed during that meeting.

Christian Conduct and Community Building

Each student should:

- be in the classroom **on time**
- bring all needed materials
- remove hats-**no hats to be worn in the building (this includes parents)**

- refrain from eating, drinking, and gum chewing in classrooms unless organized by the catechist
- refrain from using gym between class sessions
- be respectful and cooperative
- listen and share one at a time
- refrain from going into lockers, school desks or cupboards
- complete assigned work or makeup work before the next session, as directed by catechists and parents

One important purpose of the program is to build Christian community among students and catechists. Children and youth are expected to conduct themselves in a Christian manner. Non-constructive behavior will be addressed immediately to preserve a Christian atmosphere in the classroom.

Issues with behavior will be handled on a case by case scenario. The Director of Religious Education reserves the right to dismiss from the program anyone who cannot conform to the rules of the classroom. We will not simply switch kids and hope for the best. It is the responsibility of the child to uphold the classroom rules.

Drugs, Alcohol, Tobacco and Weapons

Possession, sale or use of drugs, alcohol, tobacco products or weapons by students at St. Mary's is strictly prohibited. Students who violate this regulation may be subject to dismissal from the program. Students involved with drugs, alcohol or weapons may be referred to the proper legal authorities and parents contacted immediately.

Vandalism

Willful damage or destruction of school and or parish property, or damage or destruction of retreat facilities by students, is cause for disciplinary action and possible dismissal from the program. The program requires that restitution be made by student(s) according to the terms determined by the Director.

Attendance

Students are expected to attend all sessions, including Liturgies. **If a student must be absent, parents need to call the Religious Education Office at 920-757-6555 ext. 240 or email ddupont@stmarygreenville.org as soon as you are aware of the absence or before class begins.**

Students in the grade/middle school program must attend **80%** of all classes. If a student fails to attend enough classes, materials will be sent home.

High School students are required to make at least 5 out of 6 classes per quarter. Failure to do so will result in not being credited for the class. If a serious illness or family emergency requires multiple absences, please call and arrangements will be made with the director to make up classes. Students are expected to arrive punctually and stay for the duration of the session unless a parent contacts our staff or gives a written note to the catechist to have their child released early. This is to ensure the safety of the children entrusted to our care.

Cancellations

Sessions will be cancelled in the event that Hortonville Public Schools are cancelled. If we have to cancel the day of class, we will use Flocknote to share the information.

Homeschool

Contact the RE office if you are interested in this option.

Textbooks

Textbooks are left here at school for all students to use. Occasionally, textbooks are sent home if a student needs to make up what was covered in class upon their absence.

Registration and Tuition

All students must register for Religious Education via the registration form on the St. Mary website (stmarygreenville.org).

Enrollment	K-11 Tuition/Child	Family Maximum
By Aug. 1	\$150	\$450
After Aug. 1	\$175	\$525

Tuition must be paid at the time of enrollment to complete the registration process. If registration is cancelled before classes begin, a refund of \$125 will be issued.

Please do not let cost deter you from providing your children with a Catholic education. Our Religious Education program offers payment plans or tuition

assistance depending on your circumstances. The tuition assistance application is available on our website or from the parish office. Please see the tuition and fees section of the website for any other tuition related questions.

St. Mary's Board of Education has a tuition policy that tuition be paid in full by the beginning of the RE program. Exceptions are at the discretion of the Board. Delinquent payments may result in the denial of enrollment in the Religious Education Program for the following school year. The Board wishes to address any tuition-related issues in a fair, consistent and equitable manner that fits the needs of the Parish and the family.

SCRIP and Fundraising Credits

SCRIP and fundraising credits can be earned by purchasing SCRIP or participating in fundraising events between June 1 and May 31 each year. Credits earned can be credited toward the following year tuition for Religious Education. The parish office will notify you of the credits earned in spring.

Catechist Credit

Interested in volunteering as a catechist? Catechists are given a \$150 Religious Education credit that can be applied toward tuition for their child (ren) or grandchild(ren). Reach out to the Director of Religious Education if you would like more information about being a catechist.

Sacramental Preparation

Information on the preparation for First Reconciliation, First Communion and Confirmation will come later in the year. Children in grade 2 prepare for First Reconciliation in the Fall and receive the sacrament prior to Lent. They then prepare for First Communion and receive the sacrament during the Easter Season. High school juniors in public and Catholic schools will receive the Sacrament of Confirmation.

Preparation for First Reconciliation and First Communion is briefly covered in the classroom (both in Formation and in the Catholic School), however the bulk of the preparation is done within the family. Through parent meetings you will receive resources to help guide you through the process. Retreats are also a part of the preparation process for all three sacraments.

In accordance with parish policy, a child/teen does need to be enrolled in (and regularly attend) Religious education or Catholic School in preparation for the sacrament(s).

Statements and guidelines in this handbook are subject to amendment. The Religious Education program will attempt to keep you informed of all changes as soon as is practical. However, some changes may be made immediately due to unforeseen circumstances.

*Hail Holy Queen, Mother of mercy,
Our life, our sweetness, and our
hope. To thee do we cry, poor
banished children of Eve. To thee
do we send up our sighs, mourning
and weeping in this valley of tears.*



*Turn then, most gracious advocate, thine eyes of
mercy towards us. And after this, our exile, show
unto us the blessed fruit of thy womb, Jesus. O
clement, O loving, O sweet Virgin Mary.*

*Pray for us O holy mother of God.
That we may be made worthy of the promises of
Christ.*