

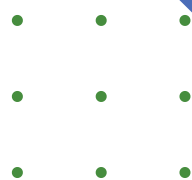
FAITH FORMATION HANDBOOK

2026-2027 School Year



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Mission Statement

The Faith Formation program's goal is to deepen the awareness of God's presence in our lives, to foster an atmosphere of love and respect for others, to serve those in need, and to encourage spiritual growth through prayer and the Sacraments.

CCC 2223

Parents have the first responsibility for the education of their children. They bear witness to this responsibility by first creating a home where tenderness, forgiveness, respect, fidelity, and disinterested service are the rule. Parents have a grave responsibility to give good example to their children. It follows therefore that Faith Formation programs are there to support the parents who promised at Baptism to bring their children up in the Catholic Faith.





Communication Policy

All pertinent communication will be sent primarily through Flocknote. This platform allows you to decide the best mode of communication for yourself.

Newsletters will be sent out weekly via Flocknote and are the main form of communication between staff and parents. Read the weekly newsletter for all announcements.

Every week, students will begin class by congregating in the lobby for group prayer. Parents are expected to attend this five minute session to set an example (see ccc 2223) and to hear announcements.

Occasionally, students will be sent home with papers. When this happens, please sign the envelope to prove you received the contents. Return it with your student at the next class as the envelopes will be reused.



Attendance Policy

Faith Formation staff and volunteers require safe, orderly, and timely procedures for the arrival and dismissal of all students under their care.

Students should attend all classes and arrive on time. Missing all or part of class does impact a student's education. To excuse a student for any reason (illness, vacation, appointment, etc.) email faith2@saint-bernadette.org. Notification is also required for late arrival and/or early dismissal. Confirmation of receipt will be emailed back along with the student's make-up work.

Parents are expected to walk their students into the building because we will start all class sessions with group prayer. Praying with your Parish Family helps establish an example for your children (see ccc 2223). This time is also when vital announcements will be conveyed to parents.

To ensure students' safety, calls will be made to homes of students who are not picked up within 10 minutes of class ending.



Cancellation Policy

If class must be cancelled due to inclement weather or other conditions, communication will be sent via the following pathways:

- The Parish Facebook page
- The Parish Website Calendar
- Email to parents (via Flocknote)



Drop off & Pick Up

Students should arrive on time. Entering classrooms during teaching time is distracting to catechists and students. Students arriving late need to check in with the Coordinator before reporting to class. Parents are expected to walk their students into the building because we will start all class sessions with group prayer.

Parents are asked to wait in the lobby or in their vehicles in the parking lot when picking up their child(ren). Please do not park in front of the building as this creates a safety hazard for the children going to the parking lot. Parents are asked to pick up students immediately after class. If you are delayed, please communicate with the Coordinator.

Contact Info

The Coordinator can be reached at:
(920) 739 - 4157
faith2@saint-bernadette.org



Dress Code Policy

It is the policy of the Diocese of Green Bay that all students, staff, and volunteers must follow the dress code expectations of their biological sex while on premises for religious education, Confirmation preparation or youth ministry and while representing the parish or program at outside functions.

The goal of the dress code is to promote the virtues of modesty and self-respect, as well as to create an atmosphere that is appropriate to the growth in our Faith. Since styles of clothing and hair change rapidly, we reserve the right to restrict fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the faith learning environment.

Clothing with inappropriate messages that include words or symbols about alcohol, drugs, tobacco, or sex as well as any other messages that are not in agreement with Catholic teachings are not permitted at Faith Formation nights, events and/or Youth Ministry events.

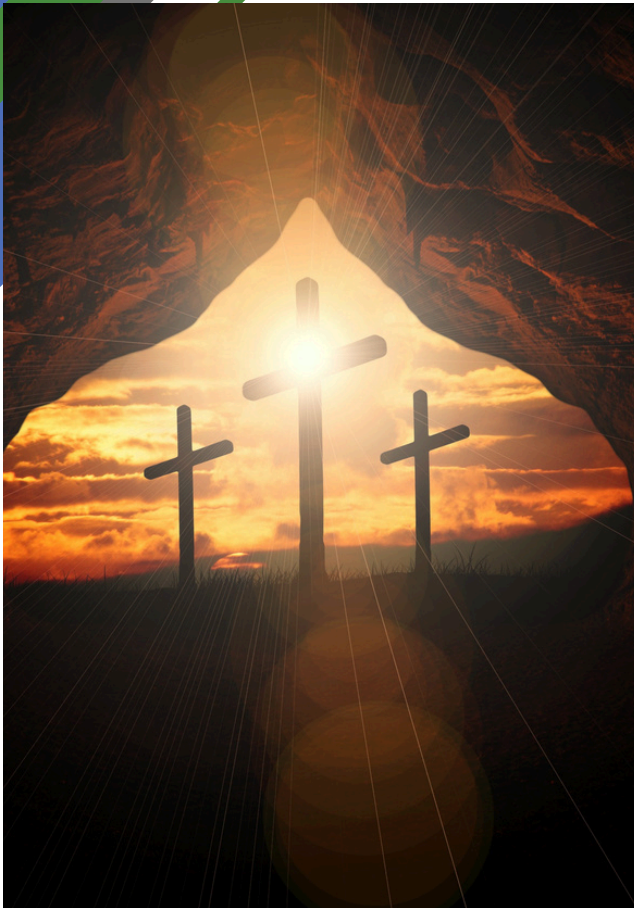
Acceptable



Not Acceptable



- Shorts that do not reach fingertips
- Pants worn below the hips



Health Concerns

It is understood that from time to time children will not feel well or accidents will happen during class. While we have good first aid supplies, it is essential for us to have emergency contact information for each student if necessary.

Children who are not feeling well may call a parent/guardian for early pick up.

No medication will be distributed to any child without a written request from the parent. In the event that medication is necessary, arrangements must be made with the staff.

Discipline Guidelines

If a child's behavior disrupts the learning process for him or herself or for others, the steps listed below will be followed to ensure that class participation may continue.

- At the first and second incident the student will be reminded of expected behavior and the consequences of misbehavior set by the catechist and students.
- After the third incident, the student will be sent to the lobby for a discussion with the staff and/or Pastor about appropriate behavior. The student will be allowed the opportunity to rejoin the class if an understanding can be reached as to how all involved may continue to learn and grow in their faith.
- After returning to class, if inappropriate behavior continues, the student will be sent to the lobby. The student's parent/guardian will be contacted to have a meeting with the Faith Formation Coordinator and the Pastor, if necessary.
- Once parents are contacted alternate plans will be made if the child cannot behave in class. Parents may be asked to attend class with their student.



Digital Communication & Media Consent

The Safe Environment Social Communication Policy states that minors can only be electronically contacted (email/text/etc) by parish staff/volunteers if there is a second VIRTUS trained and background checked adult included in the correspondence. Parish staff, catechists, and youth leaders may contact families and teens following these guidelines.

The Faith Formation Program and the Diocese of Green Bay may take, use, and publish media for general communication, advertising, commercial and publicity purposes. This media may include video, audio, photographic portraits, pictures, reproductions, quotations, made through any medium, including social or other electronic media, in accordance with the Safe Environment Social Communication Policy for the Diocese of Green Bay, unless otherwise stated in writing by the parent who understands that it may not be possible to recall photos that have been published prior to a written rescission.





Liability

As parent and/or legal guardian, I agree on behalf of myself, and my child(ren), to hold harmless and defend the Faith Formation / Youth Ministry program, its officers, directors, employees and the Diocese of Green Bay, its employees and agents, chaperones, or representatives associated with the event, from any claim arising from or in connection with my child attending, and I agree to compensate the parish/school, its officers, directors and agents, and Diocese of Green Bay its employees and agents and chaperones, or representative associated with the event for reasonable attorney's fees and expenses which may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the parish/school or the Diocese of Green Bay.

Gender Policy

It is the policy of the Diocese of Green Bay that students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church. Students shall conduct themselves in accord with their biological sex at all times. See Diocese policy 5045.2 for details.

Child Abuse

See the policy set forth by the Diocese of Green Bay entitled, "Safe Environment Social Communication Policy." Copies of this policy are available on the diocesan website.

<https://www.gbdioc.org/docman/safe-environment/510-our-promise-to-protect-2020/file>

