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*To Those Who Care for the Children of Holy Spirit,*

*"Go and make disciples of all nations..."*

*Holy Spirit Church, a community of faith and the people of God, continues the mission of Jesus, whose teaching comes to us from the apostles and their successors, the Bishops and our Pastors. We, the Religious Education Staff of Holy Spirit Parish, are committed to providing a Program of Religious Education to the young people of Holy Spirit Parish that teaches the Catholic Faith based on the words and mission of Jesus Christ and His Church to encourage them to be better Disciples.*

*We recognize the responsibility and obligation of parents and caregivers as the primary educators of the Faith and are here to support their efforts. Let us work together as a team: family, catechists, staff and students to build God's Kingdom here and forever.  
May God Bless our efforts!*

*Sincerely in Christ,*

*The Religious Education Staff  
Of Holy Spirit Parish*

## **General Guidelines**

The Religious Education Program blends the needs and concerns of the families of Holy Spirit Parish with the learning expectations and sacramental opportunities of the larger Church community.

Within the classroom, the children are offered experiences in prayer, Scripture, doctrine, and faith sharing. Inspired by Scripture, they are guided and encouraged in various Stewardship opportunities to serve in the family, parish and community.

Classes are scheduled on various days and times. This offers a balance between the needs of the family and the educational needs of the children. Please consult your child's calendar for the correct time, day and location. There is a RE calendar for kindergarten to high school and a calendar for preschool.

We offer an option for families with children in preschool through 6<sup>th</sup> grade, to work together as a family on Religious Education in a program called "Family Faith Formation." It is a home-based Religious Education program, which equips parents to pass on the faith to their children at home.

Our program curriculums are based on the *Catechism of the Catholic Church* to ensure that the Christian message is presented in its entirety and richness. The texts selected are in conformity to the Religious Education Curriculum Guidelines mandated by the Bishop of the Sioux Falls Diocese.

## **This Parent handbook outlines policies for all of those Religious Education classes that meet at Holy Spirit.**

Students are expected to observe the rules of conduct that enhance the religious learning experience. Parents or Guardians will be contacted in the event that a teacher or staff member deems it necessary. Every attempt will be made to settle any difficulty in a Christian manner.

Children and their families are expected to attend Sunday Mass and receive the Sacraments on a regular basis. It is in this way that the children learn to participate in the liturgy as well as having the experience of the larger parish community.

### **Catechists**

All of our Catechists are volunteers. They all generously give of their time and talents. Without their many hours of love and devotion, this program could not exist. All catechists working with children and youth receive Safe Environment training and undergo background checks.

### **Registration**

Registration is required each year. The Registration Link can be found on the [HolySpiritSF.org](http://HolySpiritSF.org) website. Tuition is due at the time of registration. Other arrangements for payment of tuition can be made by contacting the RE parish office at 605-371-1478

### **Attendance**

Regular attendance at religion classes for all grade levels is essential. This means arriving on time, being attentive, participating in class activities, and cooperating with teachers. If a student will be absent for a class, a parent or guardian must notify the office by phone (371-1478) before class time or e-mail before 3:00 pm.

### **Parental Involvement**

The Parish Religious Education programs offered are meant to support the parents in their responsibility as the first educators of the Faith. Family involvement in and commitment to the life of the parish is critically important for those who participate in Parish Religious Education.

Parents assist in the faith growth and development of their children by encouraging regular class attendance, weekly Mass attendance, and family prayer. Participation in Christian service activities as a family also reinforce the principles of the Stewardship Way of Life.

### **Parents Responsibilities**

- Participate as a volunteer catechist, substitute catechist, or any activity listed on the Registration Form. Parent involvement is required of every family.
- Meet your child's teacher.
- Help your child with assigned homework and class projects.
- Attend gatherings or special events connected with the program.
- If your child will be absent from class, contact the Religious Education Office, 371- 1478 before class time on Wednesdays. Leave a message if no one answers. You can also email: [pk-5re@holyspiritsf.org](mailto:pk-5re@holyspiritsf.org) (K-gr. 5) or [hsre@holyspiritsf.org](mailto:hsre@holyspiritsf.org) (gr.6-12)

## **Student Expectations**

Students are expected to show respect for the grounds, building, classroom, teachers, and other students:

- Fighting, pushing or intimidating behavior will not be allowed.
- Language that is disrespectful will not be tolerated.
- Walking inside the building will be expected as the use of moderate voices in hallways and classrooms.
- Classroom rules established by individual teachers are to be followed.
- Respecting other people's property is necessary. We share the rooms and must not use things that are not our own.
- Respectful behavior is expected at all gatherings in the Worship Area or Chapel where the Body of Christ is present in the tabernacle. This means no disruptive or distracting behavior.
- Students are expected to come to class prepared with the books required and assignments that are due.
- Students may not use cell phones, I-pods or other electronic devices in class. They must be turned off and put away when they ENTER the building. We are here to build relationships. If a student does not follow this expectation, parents will be asked to pick up the device from the RE office. There may be activities that students will be asked to use their phones, but will be indicated by the catechist.
- Students who miss class will have makeup work when missing class.

If a student does not follow expectations:

- The teacher talks to students privately about misbehavior.
- If behavior is repeated, the child will be sent to the Religious Education Office with the textbook. A note will be sent home from the RE Director.
- If the problem is not corrected, the RE director will contact parents a second time and the parents will be asked to instruct the student at home to keep up with lessons.
- Parents can obtain permission from the Director of Religious Education to have students return to class.

## **Evaluation**

Evaluations will be sent home at the end of each semester in kindergarten through 10th grade. They will provide a record of classroom attendance and behavior. Reviews of semester content may accompany these records. Parents are asked to look over this material with their children. In this way both parent and child understand the expectations of the religious education program.

Parents/Guardians are encouraged to contact the Teacher or Director about their child's progress or with any questions they may have regarding the Religious Education Program.

## **Drop Off and Pick Up**

### **Drop Off**

Kindergarten-5th Grade: Use the main entrance of the church. K-5 will meet for class in the Church.

6th-8th Grade: Meet in their classroom.

9th-12th Grade: Can be dropped off, but if driving, please park in the west parking lot.

## **Pick Up**

Kindergarten-5th Grade: Pick up in the foyer of the church and school.

6th-8th Grade: Dismiss from classroom and exit the building using the same door you entered.

9th-12th Grade: Exit the building using the same door you entered.

## **Communication**

Catechesis will have parent permission to communicate with students. A parish staff will be included in the message. Communication with students will be for ministry purposes only.

## **Catch UP Classes**

"Catch Up" classes are individual classes for those children in 2nd grade or higher and have not attended Religious Education classes. When the child is ready, they will move into their grade level RE class. Also, we offer help for those children/youth who need to receive first sacraments of Reconciliation & Holy Communion. **Please inform us if your child/ren need these special classes by calling the RE office or emailing us.**

## **Special Accommodations**

We also offer special accommodations for children/youth with special needs. Please inform us of these special needs, so we can provide Religious Education for your child in the best possible way. Please contact us at 605-371-1478 to discuss your child's needs.

## **Sacramental Preparation**

Sacraments, especially first sacraments, are times of joy and celebration for the entire faith community. They are graced moments in which the parish family participates and remembers its own Christian journey.

Children are prepared to receive First Reconciliation and First Communion in the second grade. First Reconciliation is received in November. First Communion is received after Easter in the Spring. Confirmation preparation takes place in the tenth grade and is received in January.

Baptismal certificates are requested and must be kept on file for sacramental verification. Attendance at special meetings and retreats is expected for parents and students. Notification of meetings is sent prior to these meetings.

**If a child enters our program in grades 3-8 who has not received First Communion or Reconciliation, please notify our office and we will arrange for preparation and reception of these sacraments.**

**Please note:** It is required that a child be enrolled in a 1<sup>st</sup> grade Religious Education program to be ready for 1<sup>st</sup> Sacraments Preparation in the 2<sup>nd</sup> grade. If a child is entering 2<sup>nd</sup> grade with no previous Religious Education, the child is required to have special "catch up" classes to help them to be ready for 1<sup>st</sup> Sacraments Preparation. Please call the RE Office at 605-371-1478 to receive more information and to arrange for these special classes.

## **RE Class Cancellation Policy**

If school is called off or dismissed early in Sioux Falls, Harrisburg, or Brandon Valley due to weather conditions on a Wednesday, there will be NO Religious Education classes that evening. If the weather worsens during the day, cancellations will be made by 3:00 PM. They are posted on KELO TV's Closeline, and the Holy Spirit website. Emails are also sent to the primary email. If we are having class and you feel uncomfortable with the weather, use your own discretion. You can also call the RE Office for information at 371-1478.

## **Safety First!**

Parents and Students are asked to follow the traffic patterns for drop-off and pick up indicated by signs at each entrance/exit of the church parking lot. Enter only from the south driveway, and exit from the north. This is designed for our children's safety! Parents will be notified if their students will be off campus for class or field trips.

## **Learn at Home Option**

Some parents prefer to teach the faith at home with their children. This allows the family to find a time that works best for them to teach the lessons. We give these families the materials and lesson plans for each grade that are used in the classes that meet at Holy Spirit Church. We also offer support to families as needed. The parents are responsible for covering the material and attending check-in meetings during the year.

## **Catechesis of the Good Shepherd**

Catechesis of the Good Shepherd is a "hands on" approach to catechesis, through which children develop deep, lifelong relationships with Christ and His Church. CGS is a religious formation approach based on Scripture and Liturgy.

With the help of the Catechist each child continues to fall in love with God while building community among peers.

Children meet in the atrium where prayer, reflection and silence is fostered. The materials focus on the Mass, Liturgy, and sacraments. They learn about Jesus as the Good Shepherd that knows us by name and lays down his life for us. We reflect on the narrative of Jesus' life and the parables Jesus shared.

We meet on different days and times. See the CGS schedule for specifics.

## **Family Faith Formation**

### **Equipping parents to pass on their Catholic Faith to their Children**

Family Faith Formation is a home-based religious education program for families with children in preschool through sixth grade. It offers a variety of opportunities for parents to pass on the Catholic Faith to their children.

At the heart of Family Formation is the home: the domestic church as Saint Pope John Paul II calls it. He said, "Families, become who you are." By devoting time throughout

the year, faith within your family will soon become a way of life.

Each month, families receive a packet with the 3 lessons for that month. Lessons include hands-on activities for the whole family, memory verses, audio CDs, stories, games and seasonal booklets to aid you in developing family liturgical traditions. They were written by parents.

Families set a weekly schedule that works best for them. The time spent together is an amazing blessing to a family. Children see how important the Faith is to parents and respond in a way that builds family and faith at the same time.

### **Peanut Free Snack List**

#### **Fruit Type Items**

Mott's applesauce cups  
Snack pack applesauce--Kraft  
Jello Cups-Kroger brand and Jello brand  
Individual pudding cups- Jello brand  
Crème savers pudding—Swiss Miss Brand  
Mott's Fruit Sensation cups  
Fruit-to-go cups—Delmonte brand  
gelatin snacks  
Fruit Roll-ups  
Fruit by the Foot  
Fruit Gushers

### **Fresh Vegetables & Fruits**

#### **Cookies**

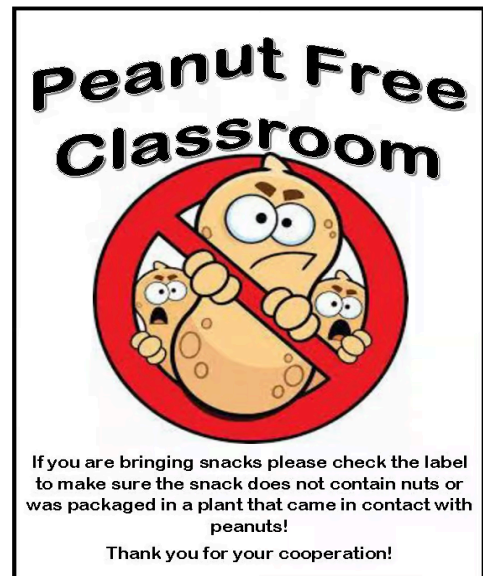
Fig Newtons original and fruit flavors—name brand only  
Sugar Wafers—Kroger brand  
Crème sugar wafers—Dutch Twins brand  
Oatmeal raisin—Meijer brand  
Waffle crème wafers—Meijer brand  
Animal Crackers (original, iced or chocolate)—Stauffer brand and Austin Zoo Brand  
Vanilla Frosting—Pillsbury brand

#### **Cheese**

String cheese  
American Cheese  
Cheese and Pretzel packets—Kraft  
Cheese and Cracker packets—Kraft  
Cheese and breadstick packets—Kraft

### **Candy: NO chocolate**

Marshmallows  
Twizzlers  
Nerds  
Smarties  
Dum Dum Suckers



Skittles  
Jolly Rancher Hard Candy  
Twizzlers  
Sweet Tarts (chewy or regular)  
Kraft Caramels  
Tootsie Rolls/Pops

### **Donuts/Muffins**

Kroger brand—mini donuts and donut holes (powdered sugared, plain, cinnamon sugar, sour cream glazed)  
Entenmann's brand—donuts (glazed buttermilk, glazed pop-ems, rich chocolate frosted)  
Meijer brand—donut holes (plain, chocolate, powdered sugar and cinnamon)  
Hostess brand—mini muffins (blueberry, apple cinnamon)  
Bagels—Lenders brand (plain, cinnamon, raisin, with plain or strawberry cream cheese)

### **Snack Items**

Pretzels  
Goldfish—Pepperidge Farm (Mini sized only)  
Cheetos—puffed or crunchy  
Cheez-its  
Fritos, Doritos Tostitos (scoops, bite-size, crispy rounds, restaurant style)  
Potato Chips—Lays brand (classic, salt & vinegar, Masterpiece barbeque)  
Pringles (any flavor)  
Individually wrapped original Rice Krispie Treats, Teddy Grahams, Teddy Cheddars  
Kellogg brand—Nutri Grain bars (apple, strawberry, blueberry) Pop Tarts  
Snack Sticks—Sargento brand  
Snack barz—Entenmann brand  
Graham Crackers—(do not have to be pre-packaged)  
Multi-grain chewy cereal bars—Entenmann brand (chocolate chip with raisins, strawberry, raspberry)

### **Yogurt**

Yogurt cups—Dannon brand  
Gogurt

### **Ice Cream and Popsicles**

Popsicles and Kroger brands (tropical pops, melon pops, crème pops, twin pops, rainbow pops, scribblers, fire-crackers)  
Whole fruit bars—Edy's brand  
Juice bars—Minute Maid brand (90%)  
Ice-screamers juice bars—Nestle brand  
Ice-screamers Irakadoodle ice pops—Nestle brand  
Double Lemon Extra Tangy Lemon Ice Chill Smooth Fruit Ice  
Orange Gliders Orange Sherbet—Meijer brand  
Ice cream sandwiches—Meijer and Kroger brands



Strawberry shortcake bars—Kroger brand

Sundae cups—Kroger brand