



# Parent/Student Handbook 2024-2025

235 Main St. S. Sauk Centre, MN 56378

## **REGISTRATION AND TUITION**

For the safety of each of our students, it is important that a registration form be on file for your child to attend class so we have contact numbers in case of an emergency. The tuition for all grades is \$65. We have a family cap of \$150. Every child is welcome in our program regardless of the family's ability to pay. We encourage everyone to prayerfully consider what they can afford.

## **FAITH FORMATION TIMES**

### **Family Faith Formation: Parents and students in Grades 1-6**

Class time for grades 1-6 is with parents on the third Wednesday of the month (schedule may vary due to Holidays) September- April from 6-7:30pm. We expect that students will be accompanied by a parent or guardian for these sessions. Students will come without a parent on the 1<sup>st</sup> Wednesday of the month from 3:15 pm -4:30 pm from (Oct.– April).

### **GIFT (Growing in Faith Together for Grades 7-9):**

This program meets 16 times during the year (Sept-April), with each family choosing to come on Sunday evenings from 7-8:30 pm or Wednesday evenings from 6:00 pm-7:30 pm. We are asking parents to come to the first class each month and students only to the 2<sup>nd</sup> class of the month.

### **Confirmation Class (Grade 10-11):**

Confirmation is a 2-year program, each class meeting every other Wednesday. Year 1 (Y1) also has a retreat in May at the end of their 10<sup>th</sup> grade year and few extra things associated with Confirmation in their junior year. Students are Confirmed in the spring of their junior year.

## **YOUTH MINISTRY**

**Grades 6-12:** We will meet on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month from 6:00 pm-8:00 pm. The evenings will include a meal, topic and discussion, praise and worship, fellowship and fun! We will meet at Centre For Christ (1<sup>st</sup> Wednesdays) and St. Paul's Church basement (3<sup>rd</sup> Wednesdays), from 6 pm -8 pm. All youth are welcome. If we have an extra activity off site it will require a permission slip and at times there may be an added cost, depending on the event.

## **ATTENDANCE POLICY**

Regular attendance of Faith Formation class is important. It is also important if your child is sick, that they stay home. If you miss Faith Formation, please:

- a. LET US KNOW! You can call our landline at 351-5580 or text Amy Trisko at 320-429-9539 (Elementary) or Kathy Knoblach at 320-293-6980 (GIFT & Confirmation)
- b. GIFT Only: Since there are two sessions of GIFT (Sunday or Wednesday), if your family cannot make your regular class for GIFT, you are welcome to join the other session. Please call or text Kathy to let her know your plans. If you can't make either class, please do the lesson at home.

## **TEXTBOOKS**

Grades 1-6 is using God's Plan In Scripture and the adults will study their version Unlocking the Mysteries of the Bible. GIFT students will be using "The Search Begins" from FORMED.org and parents can access this free by joining as a parishioner using the zip code 56378, Confirmation will be using Dynamic Catholic's Decision Point. In all these series, students will keep their books and write in them.

## **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, etc.).
2. Participate in each lesson and stay on task.
3. Be on time and come prepared (bring any books, know your prayers, and so on...)

## **DISCIPLINE GUIDELINES**

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

*Students who are disruptive or misbehave will be sent to the person in charge of that program. If this happens a second time, parents will be notified before the next class. Students who are a continual disruption will be asked to have a meeting with a parent to discuss how to help your child be successful in our classes. Possible actions are switching the child's small group, or having the parent attend some classes with the child, etc. We want every child to be successful!*

## **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. Winter hats are fine to wear before and after class when it is cold. Students are required to have masks when mandated by the state.
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**

Centre for Christ is tobacco/chemical free and no person is permitted to use these in any form inside Centre For Christ or on the grounds.

## **INDOOR/OUTDOOR SAFETY**

Students will be expected to exhibit good behavior before and after each class. When winter comes, there is no throwing snowballs or driving snowmobiles on the property. We expect all students and parents to use the crosswalk when crossing Sinclair Lewis Avenue or Original Main Street (Hwy. 71).

## **FIRE DRILLS OR EMERGENCY EVACUATION**

In case of a fire or other emergency, an alarm will sound or you might be asked to evacuate the building. Evacuation information is listed in each small group room. After each class exits, they are to quietly walk over to St. Paul's Church to retake attendance in church pews and will be dismissed from St. Paul's Church. 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. If we need to evacuate further than St. Paul's Church, we will walk down to Our Lady of the Angels Church.

## **TORNADO DRILLS**

In case of a tornado emergency, upon hearing the sirens, everyone will go to the basement, avoiding the Gonzaga room with couches and glass windows. 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 or if they were canceled for the day, we are automatically canceled (both after school, GIFT, and Confirmation). If we are cancelling and school is in session all day we will have it announced at school if possible. If you do not feel it is safe to send your child to faith formation classes due to weather, you reserve the right to keep them home and call them in absent.

## **Please join REMIND: Please text the following message to 81010**

For Elementary text: @c4celement

For GIFT text: @c4cgift

For Year 1 (Y1- Grade 10) text: @c4cy1 For Year 2 (Y2- Grade 11) text: @c4cy2 Youth Group 6-8: @c4cyg

For First Communion: @sp-ola2025

## **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 on our web page at [www.centreforchrist.org](http://www.centreforchrist.org) or in the Centre For Christ entryway. The form will need to be completed and signed by a parent/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 Faith Formation or youth group, he/she will be brought to an isolated safe place and 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 follows 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, num-chuks, throwing stars, explosives, stun guns, ammunition, or any type of bomb or explosive device.

## **HARASSMENT**

Harassment is unacceptable conduct that is severe, pervasive and deliberate. Our Faith Formation will follow these guidelines in responding to any complaint of harassment.

1. Everyone in 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 one's 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. Our Faith Formation will take action if anyone tries to intimidate a complainant or acts to hurt the person because a report was made.

## **RIGHT TO CHANGE OR REVISE**

The Faith Formation 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.