

# ST. MATTHIAS PARISH

## HIGH SCHOOL CHRISTIAN FORMATION



## Parent and Youth Handbook 2020-2021

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## **St. Matthias Mission Statement**

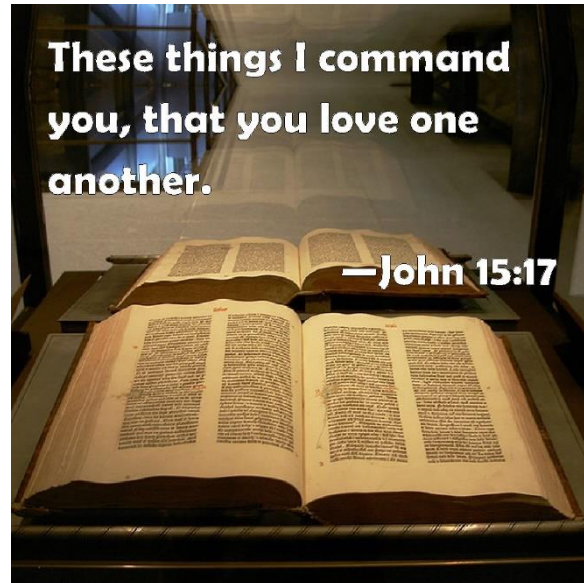
*St. Matthias Catholic Parish is committed to continuing the ministry of Jesus Christ. We invite and welcome all. Come...live, grow and be challenged by the message, through prayer, formation and service.*

## **High School Christian Formation Program Description**

The St. Matthias High School Christian Formation Program is a 3-year program. In grades 9 & 10 students receive catechesis relative to their age. Students in high school may then start immediate preparation for Confirmation in 11th grade or junior year of high school.

## **Curriculum Explained**

### **Theme for Year – “Love One Another”**



As cliché as it sounds all of Jesus’ teaching can be summed up in this one verse. But as easy as it is to say this verse it put it into practice can be much more difficult. This year we will focus on the moral standpoint of what Jesus meant when he said this by taking a deep dive into learning about what the best kept secret of Catholicism, “Catholic Social Teaching.” While we may have a strong focus on morality we will spend time incorporating the other 3 pillars of the faith (prayer, liturgy & sacraments, creed) into our curriculum. With all of this we hope to lead the students to not only learn who Jesus is but experience him through the action of service.

## Components of Curriculum

### *Resources Used*

1. Lesson plans will be created individually by the Director of Lifelong Faith Formation with the collaboration of the high school program catechists. Particular focus we will be given trying to make lessons interactive and engaging and keeping proper methodology for high school students in mind.
2. *Catholic Faith Handbook* – every student will be given a *Catholic Faith Handbook* to use as a resource throughout the year. This handbook will be used as a resource to the students if they have questions about their faith. While content may not be directly tied to the handbook students will be encouraged to use this handbook as a resource to seek reliable information about their Catholic Faith. Each student will receive a handbook to borrow for the year. The students are responsible for safekeeping. They are not to share books with others due to COVID-19 and will return the handbook at the end of the year. All damaged or lost books will be the responsibility of the student’s family to replace.
3. *Scripture Prayer Journals* – Every month a prayer journal will be mailed to students to use for their own benefit. The journals are designed to help all people to learn how to properly engage Scripture through the use of weekend Mass readings. Students do not need to bring this to all individual classes. Like the *Catholic Faith Handbook* the students will be encouraged to use this to their own benefit. This resource especially will give students the opportunities to engage their faith daily.

### *Pillar 1: Morality – Catholic Social Teaching*

- A strong focus this year will be on how we will live our faith when we say “love one another.” A great way to introduce this theme is by learning the 7 Principles of Catholic Social Teaching. The 7 Themes are as follow: (1) *Life and Dignity of the Human Person*, (2) *Call to Family, Community, and Participation*, (3) *Rights and Responsibilities*, (4) *Option for the Poor and Vulnerable*, (5) *The Dignity of Work and the Rights of Workers*, (6) *Solidarity*, (7) *Care for God’s Creation*. Each month we will focus on a new theme of Catholic Social Teaching. For more information on Catholic Social Teaching visit: <https://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching>
- One advantage to using Catholic Social Teaching as a focus for content will be it’s connection to our summer mission trip for high schoolers Service With A Purpose (SWAP). Formerly known as Reach Out Reach In (RORI), this week long mission trip focuses on Catholic Social Teaching especially by living it through the service of a number of different organizations throughout the Milwaukee area. Our goal is to highlight one of these organizations every month by connecting it to the Catholic Social Teaching. We also hope to invite a member of one of these organizations a month to speak with the students about their work giving them a witness of how these ideas are lived out. Consequently, by introducing students to these organizations we hope to encourage students to participate in SWAP this coming summer 2021.

### ***Pillar 2: Prayer – Scripture Prayer Journals***

- As described above in the resources section we will be giving students a prayer journal every month. In this booklet we use a popular devotion called *Lectio Divina*. This is a process of using Scripture to pray. This booklet will encourage students to develop a daily habit of prayer while also building on their knowledge of Scripture. During our Sunday night classes we will be using the Gospel stories from upcoming weekends as to practice this prayer process with the students so they feel comfortable doing it on their own.
- Students will also be encouraged to partake in other forms of prayer experiences through the passing on of resources from Director of Lifelong Faith in all different facets.

### ***Pillar 3: Liturgy & Sacraments – Scripture Prayer Journals***

- An added benefit of the Scripture Prayer Journals is with the ability to help students become more engaged in the Mass. By using the weekend Scripture readings students will come to Mass already engaged through the readings. Students and their families will be highly encouraged to attend Mass on the weekends. It is in the Mass that we come to know who Jesus is and learn the ultimate expression of “love one another” through the Eucharist.
- Students will also be reminded about other opportunities to attend sacraments especially Reconciliation.

### ***Pillar 4: Creed – The Kerygma Experience***

- The Kerygma is a Greek word that means to proclaim or herald. In our Catholic faith it the essence of the Gospel message. God created humans to be in relationship with them. This relationship was broken by sin. God sends Jesus to restore our relationship with God. Jesus invites us a to personal relationship with him. Jesus sends us the Holy Spirit to be his witnesses in the world. Essences of these topics will be incorporated throughout the year.
- Consequently, the way to introduce the Kerygma is through the reading and teaching of the Gospels, which brings us back to the Scripture Prayer Journals. Using the weekend Gospel as a basis we draw elements of the kerygma from those stories. Potential topics include: The Kingdom of God, The Beatitudes, The Sermon on the Mount, and the Corporal and Spiritual Works of Mercy.

## *Admission Policy*

St. Matthias, in its mission to bring everyone closer to Christ, takes its mission seriously by welcoming anyone to be a part of the St. Matthias Christian Formation Program. You do not have to be a parish member to join. That being said, the mission of St. Matthias is also strongly rooted in community. Families that are part of our program are encouraged to be actively involved here at St. Matthias through Mass on weekends and service opportunities around the year.

**By registering your child for the High School Formation Program, you agree to the policies outlined in this handbook.**

## *Program Policies*

### **Virtual Learning & Attendance**

1. All families are given the option to receive religious instruction virtually. This option was included at the time of registration. The platform from which we do our sessions virtually is Zoom.
2. For those families using the virtual option they will need to create an account on zoom. They can do so by going to [Zoom.us](https://zoom.us) In order to create a link you will need a username and password. **It is highly recommended that all families regardless of the option chosen create an account for Zoom and practice using it. Because of the unpredictability that COVID-19 brings we may need to, at a moment's notice, switch to all virtual learning. All of this will be communicated to families by the Director and Coordinator.**
3. Every Sunday morning a single link will be sent in an email to the parent's email address on file. Parents/Guardians will then forward this link to their children for class. This link will give you access to Zoom call. Follow the prompts to enter the Zoom call and wait for the Director to initiate the session. Each session begins promptly at 6:30 pm. So, please be ready in advance to enter.
4. When you arrive on the Zoom call the Director will be placing you in a "breakout room" with your catechist. Breakout rooms are a special feature with Zoom that allows the "host," which will be the Director or Coordinator to break up students into individual grades for a period of time. The students will be present in the breakout rooms with their catechist for the duration of the class which ends at 8:00 pm. I would encourage all families to be there with the children at the beginning to check in with the catechist once class has begun.
5. Families have the option of switching between in-person learning and the virtual option at any point in time during the year. To switch you must indicate to the Director or Coordinator prior to the next session with an acknowledgement from the Director or

Coordinator.

6. We ask for your patience throughout the year when it comes to virtual learning. This is a process that we will be continually learning more about. With this being said, if you have any suggestions or feedback please let the Director or Coordinator know.

### **In-Person Instruction & Attendance**

1. For all those families that have chosen the in-person option for classes certain procedures will have to be followed upon entering and exiting the church. Please see these procedures outlined below:
2. Families who want in-person classes must sign the COVID-19 PANDEMIC – STUDENT/FAMILY STATEMENT OF OPERATIONS, UNDERSTANDING, AND CONSENT FOR RELIGIOUS EDUCATION form. This form can be found on the St. Matthias website and must be signed prior to the beginning of in-person classes.
3. Evening sessions begin promptly at 6:30pm when they are in Steiger Hall. Classes end at 8:00pm. Please pick up your child(ren) no later than 8:15pm.

### **Entering the church into Steiger Hall**

1. Screening before entering church building - All students will be screened before entering the church. Parent/guardians will agree to screen students before arrival. Each student must have his/her temperature checked and complete a self-screening questionnaire at home prior to coming on Sunday evenings. If the answer is “yes” for any questions, or if a student has a temperature over 100.4 degrees F. the student must be kept at home and a call must be placed to Brian Jens, Director of Lifelong Faith Formation at 414-982-2406

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### **Screening questions:**

- Within the last 14 days, has your child had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19?  
(Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes)
- Within the last 14 days, has your child shared the same living space with someone who has been tested or diagnosed with Covid-19?
- Within the last 14 days, has your child experienced any of the following symptoms that cannot be attributed to another health condition:
  - o A cough, shortness of breath or difficulty breathing?
  - o A sore throat?
  - o A fever in the last 48 hours?
  - o A new loss of taste or smell?
  - o Muscle pain or chills?
  - o A headache?
  - o Nausea, vomiting or diarrhea?

Faith Formation staff will take temperatures upon arrival at church. Any student with a temperature of 100.4 or above, may not attend Christian Formation that day. Parents/guardians MAY NOT leave at drop off until temperature has been taken and confirmed to be within the required range. Parents/guardians will remain in their vehicle until signaled to depart by a Faith

Formation staff member.

## **Arrival/Dismissal**

### Arrival

1. A one-way entry system will be used to allow for screening of all students and to avoid students congregating. You must enter through the Handicap Entrance located next to the Parish Office. Enter the building through the door with the black and white label "C8." (Parents/guardians are not permitted to enter the building with their children.)
2. Directions: All students in the High School Christian Formation Program who are being dropped off will enter through the church parking lot and drive to the drop off zone located by the path that leads to handicap entrance. When you get to the designated area STUDENTS ONLY will exit the vehicle on the passenger side. Faith Formation staff members will take the student's temperature in the alleyway. Once the student is cleared the Faith Formation Staff will signal departure for the driver. (If a student has a temperature of 100.4 or higher, the student will be returned to the car and will not be able to remain in Christian Formation that day.) Parents/Guardians can then loop around the church parking lot and exit back to Beloit Rd or 95<sup>th</sup> St.
3. If the student is driving themselves they can enter the parking lot, park their car and, head to the drop off zone to have their temperature checked. (If a student has a temperature of 100.4 or higher, the student then return to their car and drive home.)

### Dismissal

1. All students will be dismissed from the handicap entrance. Students exiting the building may head to their designated cars when they see them. Parents/Guardians may then leave once their child has arrived at the car. Students who are driving themselves may head to their cars once class is over.

**Masks are required at all times during arrival and dismissal.**

### Masks

1. Per state mandate and to minimize transmission of COVID-19 and other illnesses, **face coverings are required for all students, staff and catechists at St. Matthias Christian Formation.** Disposable masks will be provided no cost if the family does not have one. Masks must not display any messaging contrary to our Catholic Social Teachings. Students must be able to put on and remove masks independently.
2. **IMPORTANT:** Parents/guardians will be required to pick up their student immediately if the student is not in compliance with the Christian Formation's mask policy. Students not in compliance will not be allowed to enter the church. Families requesting a waiver must contact the Director or Coordinator and provide documentation from a medical professional explaining the need for the waiver.

Please read carefully the information provided by the CDC:

3. Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice.
4. Wear your Mask Correctly
  - a. Wash your hands before putting on your mask
  - b. Put it over your nose and mouth and secure it under your chin
  - c. Try to fit it snugly against the sides of your face
  - d. Make sure you can breathe easily
  - e. CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent
5. Wear a Mask to Protect Others
  - a. Wear a mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
  - b. Wear a mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
  - c. Wear a mask correctly for maximum protection
  - d. Don't put the mask around your neck or up on your forehead
  - e. Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect
6. Take Off Your Mask Carefully, When You're Home Untie the strings behind your head or stretch the ear loops
  - a. Handle only by the ear loops or ties
  - b. Fold outside corners together
  - c. Place mask in the washing machine ([learn more about how to wash masks](#))
  - d. Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.
7. Exceptions to face coverings:
  - a. Physical distancing must be maintained. Masks will not be required for outdoor instruction however, physical distancing of more than 6 feet must always be maintained.
  - b. Per CDC recommendation, masks are not recommended if communicating with individuals who are deaf, have a disability or condition that makes communication difficult. Physical distancing must be maintained.

### **Social Distancing**

1. Per the CDC: Social distancing, also called "physical distancing," means keeping a safe space between yourself and other people who are not from your household.
2. To practice social or physical distancing, stay at least 6 feet (about 2 arms' length) from



other people who are not from your household in both indoor and outdoor spaces.

3. COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>).
4. Faith Formation Staff and Catechists will practice social distancing throughout the Christian Formation class. To assist students with distancing:
  - a. Students and catechists will be distanced 6 feet apart in the breakout rooms we are using (minimally with a 30 foot perimeter per individual).
  - b. All rooms and doors will be open during the hours to minimize touching of doorknobs.
  - c. Catechists will practice and enforce all required PPE guidelines.
5. Steiger Hall & Church Building:
  - a. Arrows distanced 6 feet part mark the floors and indicate one way direction.
  - b. Individuals must follow the floor markings to maintain 6 feet distancing.
  - c. Width of hallway allows for only one line at a time in the hall.
  - d. Traffic will alternate floors (2) to maintain distance. Bathrooms will be adhered to minimize contact and the number of students permitted in the bathrooms will be limited.

### **Spaces Used In Steiger Hall**

1. Students upon arrival will head right to their small group areas. Students will not congregate in Steiger Hall and will remain at least 6 feet apart throughout the entire evening.
2. Spaces used for small groups will be in the breakout rooms in Steiger Hall or in the church. Chairs will be created in a circle that are six feet apart from each other. Breaks will be given to each group throughout the evening but will be staggered to prevent groups running into each other.
3. Bathrooms will be adhered to minimize contact and the number of students permitted in the bathrooms will be limited.

### **Student Supplies and Materials**

1. Students will not be permitted to share supplies including learning aides, electronic devices, or food items.

**If a session needs to be moved to all virtual because of inclement weather, the Director and Coordinator will notify Channel 4, 6, & 12 on TV and their corresponding websites. An email will be sent out, and it will be posted to the website as well. Please tune into one of these sources.**

**Notification for cancelling classes will happen no later than 1:00pm Sunday afternoon.**

## **Handwashing**

1. Handwashing will be a routine expectation for all students. Handwashing protocols of the CDC will be stressed. Those procedures are included here. When handwashing is not possible, students and catechists will use hand sanitizer. Hand sanitizer stations are installed in every classroom, hallway and entry in all buildings.

<https://www.cdc.gov/coronavirus/2019-ncov/global-covid-19/handwashing.html>

## **Cleaning/Disinfecting**

1. The outside parish cleaning service will provide cleaning and disinfecting services. All touchpoints will be disinfected after class is over. All buildings will be deep cleaned and disinfected before and after students arrive. Bathrooms will be disinfected after Christian Formation has ended.

## **Ventilation**

1. All classroom doors will be open to assist with air flow. Classrooms will also be equipped with fans to assist with air movement

## **Hygiene Practices**

Greetings will be limited to "peace sign" or nods. Students and staff will not hug, shake hands or use contact methods of greeting.

## **Responding**

### **Confirmed COVID-19 or household member is confirmed with COVID-19.**

1. If a staff member, catechist, or student tests positive or lives with a person who tests positive, the parent/guardian of the student, catechist, or staff member **MUST REPORT** it to the Director Brian Jens at 414-982-2406 or [bjens@stmatthias-milw.org](mailto:bjens@stmatthias-milw.org)
2. Guidance after a confirmed case is as follows: From Department of Health Services <https://www.dhs.wisconsin.gov/covid19/ Diagnosed.htm>): italicized information is from this resource. **Someone who is sick with COVID-19 can spread it to others from two days before they show any symptoms until a few days after they recover. Not everyone with COVID-19 will get sick. Those who have been diagnosed with COVID-19, but never had symptoms, may still be able to spread it to others.**
3. **If you have been diagnosed with COVID-19**, even if you don't have symptoms, you will need to separate yourself from other people in your home, also called "isolation," and

self-monitor until you are no longer able to spread COVID-19 to others..

- a. **Stay home.** It is important that you avoid contact with others. We now know that you can spread COVID-19 to others beginning **two days before symptoms start until several days after symptoms start and around one day after you recover**; this is known as the "infectious period." Even if you never develop any symptoms, you may be able to spread COVID-19 to others.
  - i. **If you are sick**, you should remain in isolation for:
    1. At least 24 hours after you are free of fever without the use of fever-reducing medications and other symptoms have improved, **and**
    2. At least 10 days after the date you first had symptoms.
  - ii. **If you do not have symptoms**, you should remain in isolation for:
    1. At least 10 days after your test date.
  - iii. **Note:** For some people who develop serious illness from COVID-19, a longer period of isolation may be required before it is safe to be around others or go back to work.

**Students or families with symptoms related to COVID-19, a positive test for COVID-19, or been exposed to someone with COVID-19 in the past 14 days:**

Reporting will be made to Brian Jens, Director of Lifelong Faith Formation at 414-982-2406 or bjens@stmatthias-milw.org. **Students may not return to Christian Formation until they have been home for a minimum of 10 days and have tested negative for the virus.** Test results should be reported to the Faith Formation Office. Virtual instruction will be provided for any students quarantining or awaiting test results. NOTE: Any positive COVID-19 test will be reported to the Milwaukee Health Department and must follow Health Department guidelines for isolation and quarantining.

**The following important links from the CDC provides detailed information about quarantining due to exposure or infection.**

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

### **Sacramental Preparation**

1. Students start immediate preparation for Confirmation in their junior year or 11<sup>th</sup> grade.
  - o Church Policy – all students must have completed at least *one year* of high school Christian Formation to be eligible to begin immediate preparation of Confirmation.
2. If for whatever reason your child(ren) have not received Baptism, 1<sup>st</sup> Communion, or 1<sup>st</sup> Reconciliation please call Brian Jens. Brian will work with families so they can help all students get caught up in their sacramental preparation.

## Cell Phones

1. **We will be instituting a NO cell phone policy while at Christian Formation.** This means the students should have their cell phones either on vibrate or completely turned off. Also, the cell phone should not be visible during Christian Formation.
2. Any student who is found using their cell phone during a session will be given 1 initial warning to put their phone away for the rest of the session. If the student either refuses or is found using their phone again, a phone call will follow the following morning telling parents/guardians about their child not following the policy.
3. If a student needs to have their cell phone on them parent/guardian is asked to contact Brian Jens prior to the session to inform him about reason for having their cell phone.
4. Parents/Guardians are asked to help encourage this policy. When there is no cell phone as a distraction the students can participate freely and therefore get the best experience out of every session.

## Transportation

1. **Students are to arrive no earlier than 6:15 p.m. and leave no later than 8:15 p.m.**  
We cannot guarantee supervision outside of those times.
2. If a student is leaving early, they must provide a written and signed note or a phone call from their parents (an email or phone call from the parents earlier in the week will also suffice). We are responsible for all students from 6:30 to 8:00 pm and will not allow them to leave early without permission from their parents.
3. All students driving themselves to evening sessions must stay within the building from the moment the session starts to when it ends. If students are caught leaving the premises or driving somewhere while the session is going on parents will be contacted.



## *Program Requirements*

1. Attend weekend Mass regularly.
2. Attend sessions regularly. See attendance policy above.
3. Work on Practicing Lesson Objectives.
4. Look for opportunities to do service.

## Service Component

1. Service and volunteering is an essential aspect of being Catholic. It is one of the many disciplines that we need to develop. Our goal for every student in the Christian Formation program as it pertains to service is:
  - a. Expose: introduce students to a variety of places to serve, different ways of serving, and different levels of service.
  - b. Expand: challenging students to start small and expand their comfort zone. Service is both rewarding and challenging.
  - c. Educate: applying what we learn on Sunday evenings to what we are doing in our everyday life.
  - d. Reflect: taking quality time to think about what you did, the impact it made on you and the people you served, and what does the experience mean in the long run.
  - e. Share (optional): how can the message and purpose of what you did be shared with the world. Students will be challenged to share their experiences in many different formats through in person testimony, in written form, group presentation, etc.
2. While service is an important aspect of who we are as Catholics because of COVID-19 we are not able to ask students to do service in the same way we have in years past. So, while we may be limited in what we can ask students to do in regard to service students will still be encouraged and challenged to think about how they can serve in other ways. So students will not have to keep track of their service opportunities for this year.
3. If opportunities do present itself to do some service safely through the parish we will communicate those opportunities to the families.

## Parent/Guardian Formation Opportunities

1. We as a parish are dedicated not only to the formation of the teens, but also to you as parents/guardians in your role as the first educators of the faith of your children. Below are available opportunities for you to engage in faith formation for yourself as well as with your son/daughter.
2. Go to Mass:
  - a. What we teach your children gets reinforced during Mass.
  - b. It's what makes us uniquely Catholic.
  - c. Helps to create a sense of parish community.
3. Every week we will send out a Christian Formation Newsletter. In this newsletter will be a summary of what was learned the previous weekend.
4. Get involved at the parish. There are multiple ways you can assist in the Christian Formation Program as well as the parish at large. Please visit our website for all ways to be involved: <https://www.stmatthias-milw.org/get-involved/>
  - a. COVID-19 Addendum – because of COVID-19 opportunities to get involved at the church are extremely limited. Any opportunities available will be communicated to you directly.

5. Adult Faith Formation Opportunities – throughout the year there will be opportunities for parents to get involved in Adult Faith Formation. These will be offered throughout the entire school year.
6. Talk with Brian Jens – as a staff we are always looking to serve our families as best as we can. Contact Brian Jens to set up a talk on the phone or in person so we can get to know you better and how we can best serve your needs as a parent and as a Catholic adult.



### ***Communication***

Communication is the cornerstone to keeping the program running smoothly. We have multiple ways of communicating, i.e. phone, email, website, etc.

Please check all these forms of communication at least once a week.

#### Emails

1. The emails you provide us allow us to send you info about the program and upcoming events.
2. Newsletters
  - a. Christian Formation – every week during the year you will receive a newsletter sent to all of the families within Christian Formation. In this newsletter you will see:
    - i. Easy clickable links to different parts of the St. Matthias website
    - ii. Schedule of the upcoming two weeks

- b. Advertisements – periodically, depending on what grade your child(ren) you will receive emails for District Presentations, Christians In Action (CIA) Youth Group Events, service opportunities, and general reminders of upcoming deadlines.
  - c. By hitting reply to any of these newsletters you will be able to reply directly to Brian Jens if you should have questions about anything.
3. If you leave an email or voicemail for Brian Jens you should receive a reply within 24-48 hours. If you send one during the weekend you may not receive a reply until Monday.

### Website

1. The St. Matthias Parish website is loaded with information about what’s happening in the parish.
2. Everything for Christian Formation is located under the “Faith Formation” tab. If you have questions check these places.
  - a. Sunday Morning Program – info about the program and curriculum info.
  - b. High School Christian Formation – info about the high school program and curriculum info.
  - c. Christians In Action Youth Group – upcoming events, permission slips, and more.
  - d. Formation Forms – printable schedules, service forms, handbooks, and parent forms.

### Procedure for Communication

1. In order to provide everyone with the best possible program Brian and rely on the communication of the families to ask questions, express their concerns, or talk with someone if need be.
2. Chain of communication is dependent on the day and time of which you have a question:
  - a. Sunday
    - i. Director/Coordinator – phone or email
  - b. Monday – Friday – 8:00am – 4:00pm
    - i. Director/Coordinator – phone or email
  - c. Monday – Friday – after 4:00pm
    - i. Website
    - ii. Director/Coordinator – phone or email
  - d. Saturday
    - i. Website
    - ii. Director/Coordinator – phone or email
      1. Probably won’t answer until Monday
3. If you have a question about or concern about your child(ren)’s catechist please talk Brian Jens.
4. If you have any questions or concerns about the program in general call Brian Jens during office hours to discuss or email us to set-up an appointment.

## 5. Contact Info

- a. Brian Jens – Director of Lifelong Faith Formation – can be reached at during the day at 414-982-2406
- b. Office hours are Tuesday – Friday (off Mondays) 8am-4pm and occasional week nights.



### *Behavioral Expectations*

#### It Starts and Ends with R-E-S-P-E-C-T

1. All students are expected to have a level of respect that is appropriate for their age.
2. Respect The Building/Church
  - a. Students will be respectful of the buildings in which they are in sessions.
  - b. Students will demonstrate awareness of the place and situation they are in.
  - c. Students will not deface, damage, or destroy any property of St. Matthias. Families will be responsible for any costs that are incurred.
  - d. Students will be extra respectful and reverent while in church.
3. Respect for Catechists/Director & Coordinator
  - a. Students will display a high level of respect for their catechists and the Director/Coordinator.
  - b. Students will demonstrate good listening skills by listening to the catechists and following directions when asked.
4. Respect for Each Other
  - a. Students will display a high level of respect for their peers.
  - b. Students will demonstrate good listening skills by give full attention to what their peers share no matter if they agree or disagree.
  - c. Students will show respect for each person's background (where they come from, who they are as people, and where they are on their faith journey).



## 5. Respect Virtually

- a. Students who are virtual will show equal respect by maintain focus and listening throughout the class.
- b. Students will display their video whenever possible to ensure they are paying attention.
- c. Students will display their name to help the catechist and other students correctly identify who is there.

### Procedure for Breaking of Rules

1. Any forms of misbehavior or disrespect will be addressed immediately.
2. If a student continues to have behavioral issues, parents will be contacted following the class to be made aware of their son/daughter's behavior.
3. If a problem persists, parents/guardians will be called immediately and will be asked to speak with Director/Coordinator and student after class to discuss behavior.
4. If a parent/guardian disagrees with any action taken by the Director/Coordinator they may contact Jeff Van Dalen, Parish Director, to discuss the situation.

### Drugs and Weapons Policy

Drugs, alcohol, smoking (**including vaping**), and any drug paraphernalia are not allowed. If any youth is found with any of these substances the parents will be called immediately, and student will be expelled from the program.

1. We hold a zero tolerance policy for weapons of any kind. Because Steiger Hall also serves as a building for the school, if a youth is found with a weapon, in addition to the parents being called the Milwaukee Police Department will also be called immediately.

### Parents/Guardians We Need You!

Parents/Guardians we are asking for your support when it comes to respect and behavior. We are here to support you just as much as we are here to support your children. You are asked to contact Brian if you have any worries, concerns, or feedback you have.



## *Off-Site Activities*

### Christians In Action (CIA) Youth Group

1. For the time being any Youth Group session has been postponed due to COVID-19. If any future opportunities present themselves you will be notified.



CYM Sports – Sports league designed for high school students who don't play at the high school level. For more information please go to the website:

[www.cymsports.com](http://www.cymsports.com)

For the time being any CYM Sports have been postponed due to COVID-19. If any sports happen this year you will be notified and the following rules apply below.

1. Students who are in the High School Christian Formation Program are eligible and encouraged to participate in these seasonal sports. Such opportunities give students a chance to build community while displaying sportsmanship and gospel values.
2. Students can create a team by following the rules set out by the CYM Sports organization. Once a team is formed contact the Director of Lifelong Faith Formation.
3. These rules below are to be followed by all students participating in CYM Sports.
  - a. As stated by the Archdiocese of Milwaukee CYM Volleyball/Basketball Handbook:  
An individual's participation in a parish-based team requires:
    - 1. A parent/guardian must be registered members of the parish.
    - 2. The student must: Attend parish religious education classes regularly or attend a Catholic High School.
    - 3. Seniors must have completed requirements for the Confirmation Program.
- Archdiocesan policy states that:
  - b. There is to be NO practice or competition during the hours the involved student's parish religious education or youth ministry activities are in session.
4. Additionally students are required in the registration process to provide times/dates of classes and time of Confirmation Retreat.
5. Anybody found falsifying information or not following these rules will have the League Director contacted by the Director of Lifelong Faith Formation with consequences coming from the League Director.
6. Attendance for all high school students in Christian Formation is a prerequisite to participating in CYM. Therefore, anybody who misses 4 sessions or more will be deemed ineligible to play any CYM sport for the current school year.
7. Any special circumstances that present themselves will be taken on a case by case basis. In all cases the Parish Director has the final say.

## *Use of Parish Grounds and Facilities*

### Buildings in Use

1. The High School Christian Formation Program utilizes a number of the buildings on the St. Matthias campus including St. Matthias Church, Parish Office, and Steiger Hall.
2. Some students will have to go outside in order to reach the place where their session is taking place. At such time students are expected to stay with their given small group at all times. Small groups will be divided at the first session.
3. Any student caught wandering the St. Matthias campus in places other than spots used for the session will have their parents called after the session.



## *Safeguarding All God's Family*

### Classes Required by Archdiocese

- To assist in self-awareness of issues regarding sexual abuse the Archdiocese of Milwaukee requires us to do a lesson with each grade appropriate for their age level. When the session takes place you will receive advanced notice of at least two weeks prior with a letter that will be sent home.
- The letter will indicate the time, place, and what will be covered in the lesson. Parents are strongly encouraged to attend with their child. A parent may also choose to opt out of the session. If that is the direction the parent wishes to take they must indicate that prior to the beginning of the session, and will have to give a signature verifying their decision.

**We have read and agree to be governed by all policies stated in this handbook.**

**Detach this sheet and hand it in to Catechist before start of 1<sup>st</sup> Class.**

Student Signature Date Grade

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Student Signature Date Grade

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Student Signature Date Grade

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Student Signature Date Grade

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Student Signature Date Grade

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Student Signature Date Grade

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**Parent Signature Date**

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