

Family Handbook

**St. Hubert
Catholic Community
Faith Formation**

**Summer Programs
School Year Programs**

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Mission Statements

Parish Mission/Vision Statement: To make Jesus Christ known and loved.

Faith Formation Mission Statement:

As stated in the General Directory for Catechesis, discipleship is at the heart of all faith formation – “to put people not only in touch, but also in communion and intimacy with Jesus Christ.”

At St. Hubert Catholic Community, we believe faith formation is an on-going, lifelong process that forms, informs and transforms us to become disciples of Jesus Christ. We believe that we are brought into communion and intimacy with Christ through:

- Sharing of God’s Word and Magisterial Tradition
- Celebration of liturgy and sacraments in worship and prayer
- Belonging to and building the community
- Compassionate outreach to others in service

Important Numbers

Parish Office: (952) 934-9106
Parish Fax: (952) 934-8209

Summer Office Hours: Monday- Thursday: 8:00 am-4:30 pm
Friday 8:00 am-1:00 pm

School Year Office Hours: Monday – Friday: 8:00 am – 4:30 pm
Wednesday 5:30 pm – 9:00 pm

Grades 1-8 Absentee Line: Extension 602

Faith Formation Supervisor	Lynn Arnal	(952) 374-5058
Director of Family Faith Formation	Mary McDonald	(952) 374-5065
Coordinator of Senior High Faith Formation	Scott Kieffer	(952) 374-5060
Director of Middle School Faith Formation	Sara Svenby	(952) 374-5068
Faith Formation Administrative Assistant	Joan Thune	(952) 374-5046

Website: www.sthubert.org

Curriculum website: www.faithfirst.com
www.smp.com

Grades 1 – 5
Grades 6 – 8 and Pillars

Importance of Parents

The *General Directory for Catechesis* places great importance on the role of parents:

- The witness of Christian life given by parents in the family comes to children with tenderness and parental respect. Children thus perceive and joyously live the closeness of God and of Jesus made manifest by their parents in such a way that this first Christian experience frequently leaves decisive traces which last throughout life. This childhood religious awakening, which takes place in the family, is irreplaceable (#226).
- Parents are the primary educators in the faith. The family is defined as a “domestic church,” that is, in every Christian family the different aspects and functions of the life of the entire Church may be reflected: mission, catechesis, witness, prayer, etc. The family as a locus of catechesis has a unique privilege: transmitting the Gospel by rooting it in the context of profound human values. It is, indeed, a Christian education more witnessed to than taught, more occasional than systematic, more ongoing and daily than structured into periods (#255).

Parents are the most influential people in their child’s life. When parents have their children baptized, they agree to the role as the primary educators in the faith as a Catholic parent. Catechists work as partners with parents. Your example and the interest you take in your child’s Christian formation cannot be emphasized enough.

Of particular importance is participation in Sunday Mass. In his apostolic letter *Dies Domini* (1998), Pope John Paul II reminds us:

The spiritual and pastoral riches of Sunday, as it has been handed on to us by tradition, are truly great. When its significance and implications are understood in their entirety, Sunday in a way becomes a synthesis of the Christian life and a condition for living it well. It is clear, therefore, why the observance of the Lord’s Day is so close to the church’s heart, and why in the church’s discipline it remains a real obligation. Yet more than as a precept, the observance should be seen as a need rising from the depths of Christian life. It is crucially important that all the faithful should be convinced that they cannot live their faith or share fully in the life of the Christian community unless they take part regularly in the Sunday eucharistic assembly.

Archbishop Rembert Weakland, in his pastoral letter “Eucharist Without Walls,” says:

For each of us, individually and collectively, it is necessary to return again to Mass every Sunday, to have our spiritual batteries recharged Sunday after

Sunday, so that we can face the challenges in the following week of bringing Christ as a light to the world.

Here are some practical suggestions for you to foster your child's religious education and his/her relationship with God and Jesus:

- On the way home from Mass take time to discuss the readings and the homily and talk about any changes in the church environment.
- Take time to ask your child(ren) what they have learned during each faith formation session. This provides reinforcement for what was done in the session. More importantly, it shows your child(ren) that you care about their faith life.
- Communicate with your child(ren)'s catechist(s). If your child is absent, ask what they have missed. Good communication is essential to working in partnership.
- Get involved in your child(ren)'s group. Ask the catechist(s) if he or she needs help with any special projects or volunteer to bring snacks.

Service

By virtue of our Baptism we are all called to do our part to make God's kingdom of love and justice a reality here on earth. Faith Formation then must involve teaching families about service to others. Our hope is to provide the opportunity for stewardship as a way of life and that service is accomplished out of love for God and the goodness of one's heart.

St. Hubert's Faith Formation offers families the opportunity to serve others in the community with various service opportunities throughout the year.

St. Hubert Faith Formation

Grades 1-8 Summer Option

Monday-Friday 8:30 am-12:00 pm

Monday-Friday 1:00pm-4:30 pm

Second two weeks of June

Grades 1-8 School Year Option

Wednesdays 6:15 – 7:30 pm

September - April

Note: All faith formation sessions and activities will be held at St. Hubert Church or at St. Hubert-contracted facilities. In the event that an activity is held at a church-contracted site, a parent must first sign a liability waiver before their child will be allowed to participate. The form will be sent home with your child prior to the event.

- **Children in grades 1 – 4 must be brought to the assigned classroom for each session by a parent or designated adult.** Do not leave your child(ren) alone if the catechist or other supervisor is not present. Children in grades 5 – 10 are welcome to wait by themselves in the hall or with the catechists as parents allow. Please pick up children.
- If a parent/guardian or designated adult is late in picking up their child(ren), the catechist will bring the child(ren) to the parish office where they will remain until the adult arrives.
- If your child is carpooling with another family, the information sheet must be completed and given to the catechist. (see appendix for example)
- The catechist will record attendance every session.
- If your child will be absent, please call the **Absentee Line** at **(952) 934-9106 extension 602** and leave the child's name and grade.
- If a call has not been received regarding your child's absence, we will call your home to check on the safety of your child.
- If a child misses three consecutive sessions, the director will contact the parents to determine the cause for the absences and offer alternative options if needed.

Pillars / Confirmation Preparation

Pillars Summer Option

Monday-Friday 8:00 am-12:00 pm

Monday-Friday 1:00pm-5:00 pm

One of two weeks of June

Pillars School Year Option

16 Wednesdays 7:30 – 9:00 pm

September - April

Confirmation Preparation

6 Small Group Sessions

One Day Retreat

A Time of Prayer

Note: All faith formation sessions and activities will be held at St. Hubert Church or at St. Hubert-contracted facilities. In the event that an activity is held at a church-contracted site, a parent must first sign a liability waiver before their child will be allowed to participate. The form will be sent home with your child prior to the event.

- Youth are welcome to wait by themselves in the hall or with the catechists as parents allow. Please ask young drivers to use caution in the church parking lots as young children may be walking to parked cars.
- If a parent/guardian or designated adult is late in picking up their teen, the catechist will ask them to wait in the parish office where they will remain until the adult arrives.
- If your youth is carpooling with another family, the information sheet must be completed and given to the catechist. (see appendix for example)
- The catechist will record attendance every session.
- If your youth will be absent, please call the **Absentee Line** at **(952) 934-9106 extension 602** and leave the child's name and pillars class.
- If a call has not been received regarding your child's absence, we will call your home to check on the safety of your child.
- If a child misses one summer session or two school year sessions, the director will contact the parents to determine the cause for the absences and offer alternative make up options if needed. **Attendance is expected at all classes.**

First Sacraments Preparation

As children reach the age of about seven, the church recommends that they be prepared for the sacraments of Reconciliation and Eucharist.

Archdiocesan policy states that “Sacramental catechesis should be parish based, as opposed to school or catechetical based.” (Policy #6310-32) With this in mind, the preparation for the first sacraments at St. Hubert is family based and parents provide the primary preparation for their children.

We recognize that *“parents, as the first educators of their children, have a right and a duty to be involved in their preparation.... Thus, catechesis should first aim at helping parents grow in their understanding and appreciation of the Eucharist and in their ongoing conversion. This, in turn, offers them a solid basis from which they can participate in the catechetical formation of their children.”* (The Christian Initiation of Children-Appendix G) Also, parents are usually the best determiners of their child’s readiness for the sacraments.

First Reconciliation

Parent Meetings

These informational meetings are offered for parents in the fall for First Reconciliation. There is one meeting offered twice. The meeting focuses on an adult understanding of the sacrament as well as an overview of lessons and materials to be used with the children. Parents prepare their children at home following lesson guides. In addition, one 1-hour small group experience is offered before the celebration of First Reconciliation on several dates. Sign up for these group dates occurs at the parent meeting.

Celebration

Parents and children celebrate First Reconciliation on a Saturday morning in early January. It is expected that children be prepared for the Sacrament of Reconciliation before receiving First Eucharist.

First Eucharist

Parent Meetings

These informational meetings for parents are usually offered twice in the winter. (See parent meeting information under First Reconciliation for description). In addition, another one-hour small group experience is offered before the celebration of First Eucharist.

Celebration

First Eucharist is celebrated within Sunday liturgies over two to three weekends in the weeks following Easter.

Approximately thirty families participate at each Mass so the entire community “rejoice(s) when additional members can receive the Body and Blood of Christ. The family is the first teacher of faith for children. Therefore, reception of First Eucharist best takes place within the family context rather than having the children sit together and receive together as a class”. (The Christian Initiation of Children-Appendix H).

Special Needs

Children and youth with special needs are always welcome in the faith formation program. They are integrated whenever possible into the group

Parent(s), catechist(s) and the director need to have ongoing communication in order to make the experience positive for everyone in the class. Parent(s) are encouraged to make suggestions on how to best meet the child’s needs.

Everyone in the class needs to benefit from the integration of a child/youth with special needs. If there are serious difficulties, the director, catechist(s) and parent(s) will discuss how to resolve the issues.

A special needs faith formation is available for those with severe disabilities. Please contact the Faith Formation Supervisor for more information.

Session Cancellations

In the case that faith formation sessions will be cancelled, the procedure will be as follows:

- Faith formation director will notify catechists.
- Catechists will be responsible for calling all of their group members.
- It may also be possible to be notified of cancellations on the website.
www.sthubert.org

Registration Procedure for Faith Formation Classes

Registration for faith formation begins in April for the upcoming summer session. Registration for school year faith formation begins around July 1. Information is mailed to your home as the brochure, *Faith Formation for Everyone*, as a reminder as well as bulletin announcements. Website registration begins at www.sthubert.org.

As part of the faith formation registration process, we ask that parents volunteer at least three hours per child per year to provide for a faith-filled safe environment for all participants.

Shared Ministry Personnel

All parent(s) are expected to share their time and talents for a minimum of three hours per child per year. Some of the shared ministry opportunities are listed below. In order for faith formation to be successful, we need parents as the primary educators of

the faith to share in the ministry of passing on the faith to their children. Registration for these positions takes place at the same time as faith formation registration for the upcoming year. Additional information on the various ministries can be obtained from any faith formation team member.

Catechist / Co-Catechist:

Parent/Teen Friendly Presence: The faith formation program utilizes senior high youth or adults to assist the catechist in helping children with activities during each session. This is a supervised, irregular volunteer opportunity.

Child Care Worker: The childcare worker staffs the nursery for children of catechists and volunteers during the faith formation session. (A background check, code of conduct, and Virtus training are required.)

Summer Program Early Morning Supervisor: The early morning supervisor will be present in the gym to supervise children for parents who bring their children early due to work schedules. (A background check, code of conduct, and Virtus training are required.)

Summer Program Playground/Gym Supervisor: Supervise children/youth during the mid-morning break on the playground or gym. This is a supervised, irregular volunteer opportunity.

Parents should contact the parish office at St. Hubert Catholic Community to register and sign up for one or more of the above positions.

The Archdiocese mandates shared ministers, who work unsupervised and/or regularly with children, are required to have a background check completed, a code of conduct signed, and a VIRTUS training session attended. (*VIRTUS: Protection of God's Children for Adults*). Safety training will also take place for all participants in faith formation including parents, children and youth. (*PYCI: Protection of Youth and Children Initiative*).

General Policies

St. Hubert Catholic Community will provide a safe environment that allows the gospel message of Jesus Christ to permeate our minds, hearts and souls. As a Catholic Christian Community, our mission is to proclaim to our community our obligation to provide the safety, care and nurturing of our children, young people and vulnerable adults.

Therefore, we have certain expectations of the children, young people and adults who participate in activities at St. Hubert Catholic Community and sponsored offsite events. To insure a safe and enjoyable time for everyone, the following guidelines are in effect for all of the children, young people and adults

who participate in activities at St. Hubert Catholic Community and sponsored offsite events. The following general guidelines are in effect for all participants and are subject to change from time to time in the sole discretion of the director.

It is the responsibility of the parent or guardian of minor children to explain these general guidelines and the age appropriate Code of Conduct that follows these general guidelines.

Safety Precautions

St. Hubert Catholic Community has in place specific policies in case of fire, severe weather, medical emergencies and lockdown situations. Catechists are specifically trained in these measures during their training session. Parents are welcome to view the policies by calling a member of the faith formation staff.

Snacks

Snacks and beverages will be provided by volunteers. Please have your child bring peanut-free, gluten-free, or other snacks if they are one of our many children with food allergies. If your child has severe food allergies or dietary restrictions, please notify the catechist and the director.

Animals

To ensure the health and safety of all participants, animals are not allowed in the education center. Service dogs are the exception. Prior to participating in any faith formation session or similar event, please notify the director of faith formation that a service dog will be accompanying you or your child.

Toys/Electronic Devices

Students are not allowed to bring toys, games or electronic devices to their faith formation session unless requested specifically by the catechist. This includes the use of cell phones. Please ask your child to turn off their cell phone during faith formation. We will hold phones that are used during class until the end of class.

Allergies

Upon registration for any faith formation session or similar event, please inform the director and the catechist of any food allergies the participant may have or any other dietary restrictions that must be followed. You will also be asked to fill out an information sheet on the first day of the session. In addition, please inform us if your child is required to carry or take any prescription drugs in conjunction with such allergies or dietary restrictions. **Please note that the staff will not administer any medications, prescription or otherwise, to a participant unless the participant or guardian of a minor participant authorizes such administrations in writing for emergency purposes only.** A written authorization form can be obtained from the appropriate director of faith formation in the parish office. (see appendix for forms)

Non-Discrimination

Participants may not discriminate against any participant because of race, creed, color, religion, age, sex, marital status, sexual orientation, national origin, disability, status with regard to public assistance, or on any other basis in accordance with applicable law.

The director and staff will take action to ensure that all practices are free of such discrimination.

Harassment

We expect all participants to treat each other with respect and courtesy. We do not tolerate harassment based on race, creed, color, religion, age, sex, marital status, sexual orientation, national origin, disability, status with regard to public assistance, or on any other basis in accordance with applicable law.

Sexual harassment is unlawful discrimination and is totally unacceptable. Sexual harassment is any unwelcome sexual advance, request for sexual favor or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of volunteering.
- Submission to or objection to such conduct is used as a factor in a volunteer decision affecting an individual.
- Such conduct has the purpose or effect of unreasonable interference with the volunteer's work performance or creates an intimidating, hostile or offensive working environment.

We will take all reasonable steps to ensure that this policy prohibiting harassment is followed by all participants.

Reports of Discrimination or Harassment

Violation of the non-discrimination or harassment policies will result in disciplinary action as set forth herein.

If you believe that you have been subjected to harassment or otherwise have been discriminated against in any manner, or if you become aware of discrimination against or harassment of other participants, you should immediately report that conduct to your catechist, the director, or another supervising adult.

We will promptly investigate and attempt to resolve your concerns. Your concerns will be kept confidential to the extent possible.

Effective sexual harassment and retaliation policies require support of all participants. Participants who fail to cooperate with our investigation of sexual harassment or retaliation may be subject to disciplinary action. Participants who refuse to implement remedial measures, obstruct our remedial efforts, and/or retaliate against sexual harassment complainants or witnesses will be appropriately disciplined.

Retaliation

Retaliation against a participant who makes a good faith charge of discrimination or sexual harassment will not be tolerated. If you bring a good faith claim of discrimination or harassment, you will not be adversely affected in your participation in faith formation sessions or similar events, based on the fact that you made such a report or claim.

Disability Accommodations

We are committed to providing equal opportunity to participate for qualified persons with disabilities in accordance with the ADA and all other applicable federal, state and local laws.

Reasonable accommodation is available to qualified individuals with disabilities. If you have a disability and need an accommodation to participate, please notify the director. The director will work with you to determine what accommodations are appropriate and reasonable.

Confidential Information

In the event a participant becomes privy to any confidential information of another participant through participation in faith formation sessions, similar events or investigations of violations of the policies herein including any and all medical information, such information is a strictly privileged communication, which under no circumstances is to be discussed with anyone without prior consent from the director. All participants are responsible for guarding privileged information and can be subject to legal action if it is divulged. In the event a participant questions the privilege of any information received or deems it imperative to disclose such information to a third party, the participant should immediately discuss the matter with the director.

Drug and Alcohol Policy

We will not tolerate the use, possession, sale or transfer of alcohol or unauthorized controlled substances while participating in any faith formation session or similar event or on our premises. Controlled substances include, but are not limited to, narcotics, depressants, amphetamines, hallucinogens and marijuana. If you observe anyone violating this policy, you must immediately notify the catechist or director.

Violence

We are committed to providing participants an environment that is safe, secure and free of harassment, threats, intimidation and violence. We will not tolerate violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect participants or which occur on our premises will not be tolerated.

"Threats or acts of violence" include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the conditions of participation, or to create a hostile, abusive, or intimidating environment for one or more participants.

Prohibited violence includes, but is not limited to, the following:

- All threats or acts of violence occurring on our premises, regardless of the relationship between the participant and the individual involved in the incident.
- All threats or acts of violence not occurring on our premise, but involving someone who is acting in the capacity of our representative.
- All threats or acts of violence not occurring on our premises, but involving a participant if the threats or acts of violence affect our legitimate educational interests.
- Any threats or acts of violence resulting in the conviction of any participant, or of an individual performing services on our behalf, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests of the state.

Specific examples of conduct that may be considered "threats or acts of violence" prohibited under this policy include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening to harm an individual or his/her family, friends, associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the church.
- Making harassing or threatening telephone calls, or sending harassing or threatening letters or other forms of written or electronic communications.
- Intimidating or attempting to coerce a participant to do wrongful acts, as defined by applicable law, administrative rule, or policy that would affect our educational interests.
- The willful, malicious and repeated following of another person, also known as "stalking", and making of a credible threat with intent to place the other person in reasonable fear for his or her safety.
- Making a suggestion or otherwise intimating that an act to injure persons or property is "appropriate", without regard to the location where such suggestion or intimation occurs.
- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on church and/or school property.

Participants are encouraged to report incidents of threats or acts of physical violence of which they are aware. Reports should be made immediately to your catechist or the director. A violation of this policy may be grounds for immediate discipline.

No Weapons Policy

We are committed to maintaining an environment that is free of violence or any threats of violence, which compromise the safety and well-being of our participants. In keeping with this commitment, firearms or other weapons of any nature are forbidden on our premises at all times. The use, concealment or display of any weapon on our premises is cause for immediate discipline of the offending party.

Any participant who has knowledge of a violation of this policy should report it to a catechist or the director.

Absenteeism and Tardiness

We expect parents/guardians to be reliable, responsible and punctual in bringing their children/youth to faith formation sessions and similar events.

Absenteeism and tardiness place a burden on catechists and the children in their group. In the rare instances when children/youth cannot avoid being late or are unable to attend, they should notify the **absentee line** as soon as possible in advance of the anticipated tardiness or absence.

Faith Formation Absentee Line: **952-934-9106 ext. 602**

Accident/Injury Report

All injuries that occur on our premises or while in the course of a faith formation session or similar event should immediately be reported to the catechist and director. Prompt reporting of an injury or illness is the key to ensuring early intervention, identifying hazards, and reducing the effects on the participants and faith formation sessions.

If you have a physical condition that may cause injury to you while participating, for example, you are taking prescription or over-the-counter medication, which may affect your physical condition, we ask that you inform the director so that proper precautions can be taken. If you become aware of any potential hazardous condition on our premises, you should immediately report it to the director.

Codes of Conduct

In addition to the general guidelines set forth above, participants will be required to comply with the Codes of Conduct applicable for their specific age group. **It is the responsibility of the parent or guardian of any minor participant to explain the applicable Code of Conduct to their child.**

Pre-school – Grades 1-3

I will be respectful and treat others fairly.

I will take turns and include others in activities.

I will tell an adult when someone is being hurt or there is an emergency.

I will tell an adult when I am being hurt.

I will respect others' property and space.

I will be a good listener and not interrupt.

I will obey school/parish rules and respect the adults who watch over me.

I will not use bad language or tease others.

Grades 4 - 6

I will be kind and treat others, as I would want to be treated.

I will take only what is given to me and not take anything that belongs to others without permission.

I will be honest and not tell lies or say hurtful things to or about anyone.

I will not use offensive language, tease or bully others.

I will respect others' personal boundaries. I will not touch anyone in an inappropriate way. I will tell an adult when someone touches me in a way, which makes me feel uncomfortable.

I will tell an adult when I am being hurt. I will tell an adult when someone is being hurt or there is an emergency.

I will not possess or use cigarettes, alcohol or drugs.

I will do my best to follow the instructions of my adult supervisors.

I will follow established rules of my school/parish and take responsibility for my own actions.

If I become aware of any violation of this Code of Conduct by a peer, it is my responsibility to notify my supervising adult as soon as possible.

Middle School and High School

I will treat everyone with respect and kindness. If I am being hurt or if I become aware that one of my peers is being hurt verbally, physically, or sexually, I will notify an adult.

I will not steal, deface or destroy property that does not belong to me.

I will not use offensive language, tease or bully others.

I will not participate in any activities of a sexual nature.

I will report any harassment including but not limited to unwelcome sexual advances, touching, comments, jokes, stories or gestures.

I will not violate anyone's personal boundaries or property.

I will not use cell phones or other electronic devices during liturgy, prayer or faith formation sessions.

I will not possess, use, purchase, or distribute tobacco, alcohol, illegal drugs, weapons, inappropriate videos, reading materials or other objects.

If I become aware of any violation of this Code of Conduct by a peer, it is my responsibility to notify my supervising adult as soon as possible.

I understand in extreme cases of misconduct my parents/legal guardian and legal authorities will be notified, regardless of the time. Parents/legal guardians will be financially and/or physically responsible for participant's transportation home from school/event.

Disciplinary Procedures

Pre-School – Grade 6

The catechist and staff will address minor violations of any of the General Policies and/or Code of Conduct with a participant and notify the participant that such behavior is unacceptable. If the unacceptable behavior(s) persists, the catechist will refer the participant to the faith formation office and parents will be notified of the unacceptable behavior by the faith formation director.

In the director's sole discretion, the director may require, as a result of repeated minor violations or a serious violation of the General Policies and/or Code of Conduct, that: (i) the guardian of a minor participant accompany the participant to each faith formation session or similar event as a condition of continued participation, or (ii) withdraw the participant from the faith formation sessions or similar events and provide a home-based faith formation program option for the participant and his/her guardians.

Grade 7 – High School

The catechist and staff will address minor violations of any of the General Policies and/or Code of Conduct with a participant and notify the participant that such behavior is unacceptable. If the unacceptable behavior(s) persists, the participant will be sent to the faith formation office where the guardians of the participant will be contacted and required to pick up the participant.

In the director's sole discretion, the director may require, as a result of repeated minor violations or a serious violation of the General Policies and/or Code of Conduct, that: (i) the guardian of a minor participant accompany the participant to each faith formation session or similar event as a condition of continued participation, or (ii) withdraw the participant from the faith formation sessions or similar events and provide a home-based faith formation program option for the participant and his/her guardians.

In the event that the catechist or director reasonably concludes that a participant's violation of any of the General Policies and/or Code of Conduct constitutes a criminal act, including without limitation, possessing unauthorized weapons or illegal substances or committing any act of sexual assault, the director will immediately contact the appropriate authorities and such participant may be barred indefinitely from any further participation in any faith formation sessions or similar events.

Adults

The director has the full discretion at any time to dismiss and prohibit any adult catechist, volunteer or guardian from participating in any faith formation session or similar event as a result of any violation of the General Policies and/or Code of Conduct.

In the event that the catechist or director reasonably concludes that a participant's violation of any of the General Policies and/or Code of Conduct constitutes a criminal act, including without limitation, possessing unauthorized weapons or illegal substances or committing any act of sexual assault, the director will immediately contact the appropriate authorities and such participant may be barred indefinitely from any further participation in any faith formation sessions or similar events.

Parents are responsible of explaining the age-appropriate code of conduct and general policies to their children. Any action inconsistent with the General Policies and Codes of Conduct may result in appropriate disciplinary action, up to and including prohibition to participate.

APPENDIX

**St. Hubert Grades 1-8 Faith Formation
Information/Emergency Contact Form**

Please fill in the following information for your child's teacher.

Child's Name and Age: _____

Parent(s) Name: _____

Home Phone: _____

Work or Cell Phone: _____
(In case of emergency or weather related cancellations)

E-Mail Address: _____

Has your child been prepared for the following sacraments: (circle yes or no)
(St. Hubert's has 1st Reconciliation/Eucharist preparation in 2nd grade and Confirmation prep in grades 9 & 10)

1st Reconciliation	yes	no
1st Eucharist	yes	no
Confirmation	yes	no

We sometimes provide snacks during a session. Please advise us if your child has any food allergies that we should be aware of:

Special needs that we should be aware of regarding your child:

These adults have my permission to drop off and pick up my child:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Questions? Please contact the parish office.

MEDICATION AUTHORIZATION FORM

St. Hubert Catholic Community Faith Formation
8201 Main Street, Chanhassen, Minnesota

Today's Date _____

Child's name (Last, First, M.I.) _____

Date of Birth _____ Grade _____

Medications may be administered to participants in faith formation in accordance with the faith formation medication procedures. No medication may be administered during faith formation activities unless both the child's physician and parent/guardian have completed, signed, and returned this form to the Faith Formation Department or their designee. The form includes:

- Medical Authorization.
- Unsupervised Self-Administration Request (if the student is to carry and use medication on his/her own during faith formation sessions or activities it must be carried in a waistpack that is worn by the student at all times).
- Medication in the original labeled container as dispensed (prescription medication) or the manufacturer's labeled container (nonprescription medication). The medication label shall contain the child's name, name of the medication, direction for use and date.

PHYSICIAN'S ORDER

Medication/Health Care Treatment _____

Dosage & Time to be administered _____

Route of administration _____

Expected Side Effects, if any _____

May the student self-administer medication under the supervision of faith formation personnel who do not have medical training?

PLEASE CIRCLE: YES NO

Administration Instructions _____

Prescriber's Signature _____ Date Signed _____

Prescriber's Printed Name _____

Emergency Telephone Number _____

Clinic & Address _____

Parent/Guardian: Please complete reverse side of form

PARENT/GUARDIAN PERMISSION and AUTHORIZATION

I hereby acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so, or in the event of a medical emergency, I hereby authorize the Faith Formation Director or his/her designee, on my behalf, to administer or to attempt to administer, to my child (or to allow my child to self-administer in accordance with Medication Procedures), lawfully prescribed medication and non-prescribed medication in the manner described in the Physician's Order. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual who does not have medical training, and I specifically consent to such practices.

I understand that this authorization is not effective unless the Faith Formation Director or his/her designee has approved the medication authorization for my child and signed this form in the space provided below.

I further acknowledge and agree that, when such medication is to be administered or attempted to be administered, I waive any claims I might have against Faith Formation, St. Hubert Catholic Community, the Archdiocese of St. Paul and Minneapolis, or any of their employees or agents arising out of the administration or attempted administration. In addition, I agree to hold harmless and indemnify Faith Formation, St. Hubert Catholic Community, the Archdiocese of St. Paul and Minneapolis, and their employees or agents, either jointly or severally, from and against any and all claims, damages, causes of actions or injuries incurred or resulting from the administration or attempted administration of said medication.

Parent/Guardian's Signature _____

Parent/Guardian's Name (please print) _____

Address _____

Home Telephone _____ **Business Telephone** _____

Cell Phone Number _____

Medication Authorization approved this ____ **day of** _____, **20**__.

Faith Formation Representative's Signature _____
on behalf of St. Hubert Catholic Community Faith Formation
8201 Main Street, Chanhassen, MN. 55317 Phone: 952-934-9106

Revised from *Medication Authorization Form* St. Bruno School, Chicago, Illinois
Rev 7/21/05

PARENT AUTHORIZATION, CONSENT AND RELEASE

The undersigned parent hereby authorizes and consents that St. Hubert Catholic Community be permitted to use and publish for advertising, commercial, or publicity purposes, the name and likeness of my child(ren) _____ or for any other lawful purpose whatsoever, including electronic media. The undersigned parent does hereby release St. Hubert Catholic Community from any liability in connection with such use.

The undersigned parent acknowledges having read this release, having had the opportunity to consider and understand its terms and does hereby execute it voluntarily and with knowledge of its significance.

Name: (print) _____ Date: _____

Signature: _____



PARENT OPTION FORM

PARENT OPTION FORM

Complete, sign, and return this form to the Director of Religious Education or Principal by September 30 for school year or May 30 for summer faith formation.

Complete a separate form for any additional children in your family you wish to excuse.

This form is to be completed **only** if you choose to assume the full responsibility for educating your child about personal safety.

To Whom It May Concern:

I **do not** wish for my child to participate in the *Child Safety* program. In choosing to have my child excused from these classes, I understand that it is my responsibility to share with my child personal safety rules I deem appropriate.

Parent/Guardian Name
(Please print)

Child's Name and Grade Level
(Please print)

Parent/Guardian Signature

Date