



INSIDE

ATTENDENCE

Regular attendance, what it means and why it is important for our discipleship journey.

EMERGENCIES

We do our best to prepare our leaders and students in the case of an emergency. See how on page 3.

SAFE ENVIRONMENT

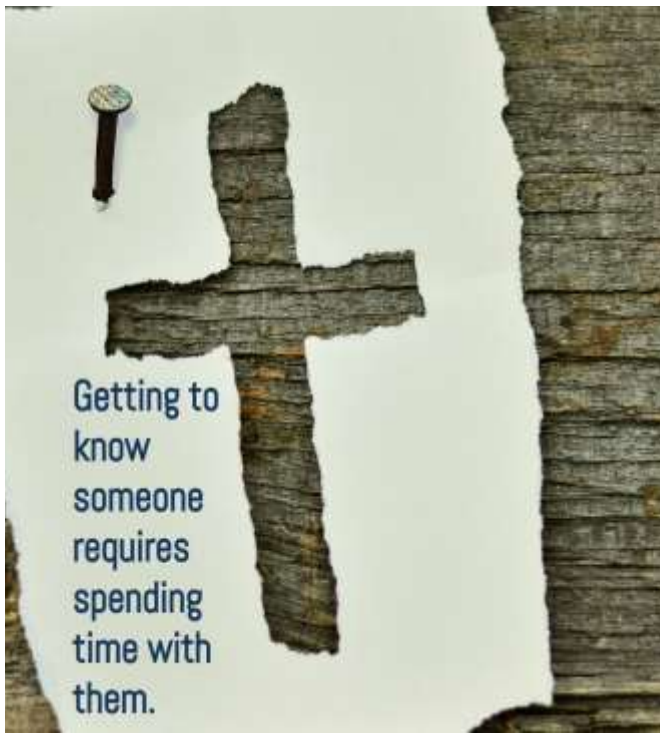
We want to be a safe space for your children to encounter Jesus.

WELCOME!

[LEARNING TO FOLLOW JESUS IS A LIFELONG ADVENTURE.](#)

Our K-12 students do this through many opportunities, but primarily through our school-year grade-level learning. Led by other members of the parish, our young people learn about Jesus and the church through prayer, projects, learning tools, song, video and so much more in their weekly sessions. Additional opportunities include church practices like reconciliation, Stations of the Cross, celebration of church feasts, and intergenerational nights.

Nativity is also pleased to begin offering online Family Faith Nights beginning in 2019. This tool will be online video based with opportunities for families to gather and share about how they are growing in their faith journey.



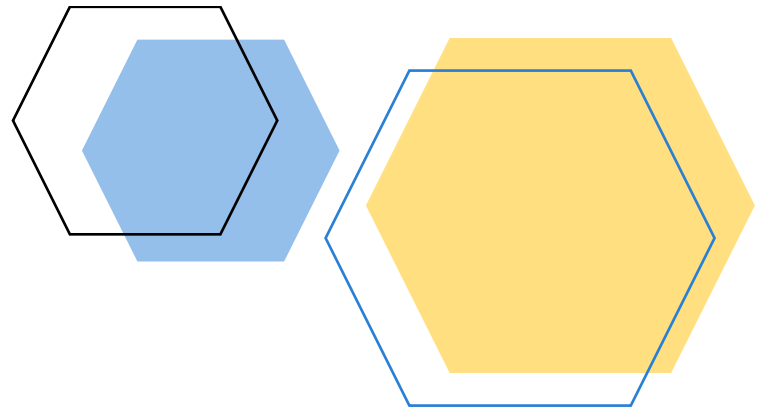
ATTENDANCE

To report an absence, please call **499-6012**. If you call during regular office hours (8 am – 4 pm), we will record the absence. If you call after office hours please leave a detailed message on the Voicemail, in order for everyone (staff and parents) to have the peace of mind knowing their child(ren) are safe. The discipleship formation staff will not make absence calls unless otherwise noted on the registration form.

To have a child released from class early, the child needs to bring in a signed note from their parent stating the time and reason for release. This should be handed into the catechist and will then be recorded for safety purposes in the Ministry Center.

Policy of Absenteeism and Make-Up Work

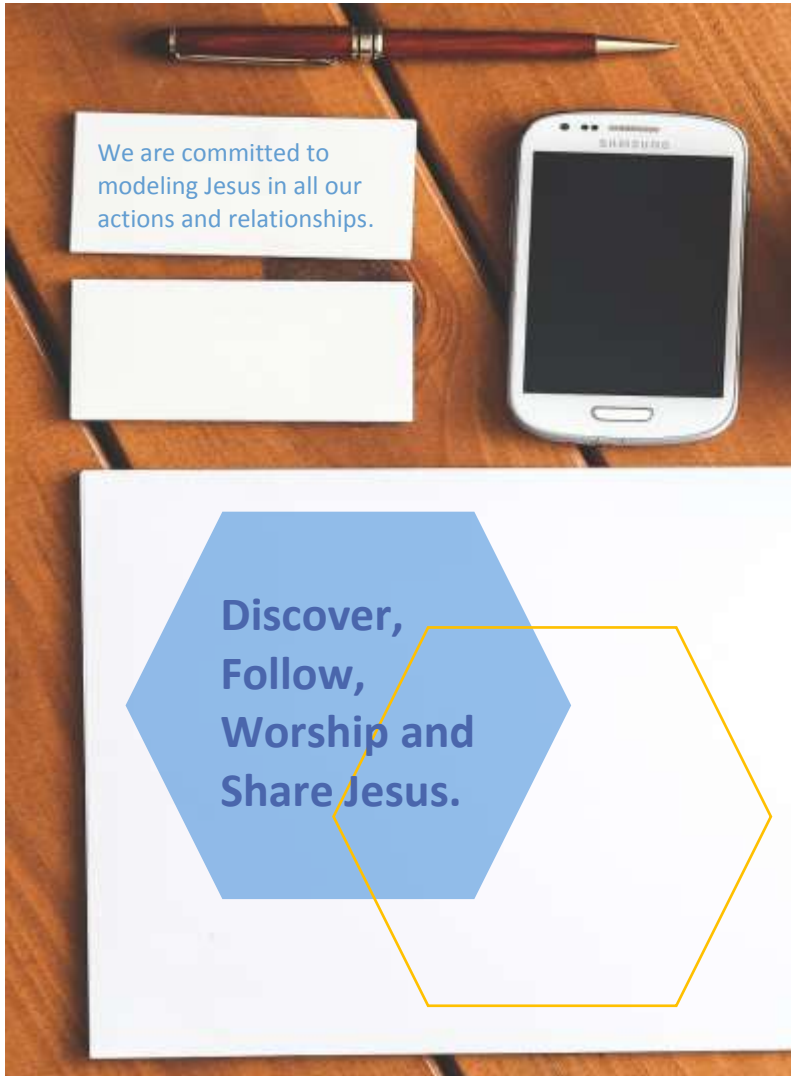
Each time a youth is absent, they are missing important information that may not be repeated that year. We understand that sickness, conferences and other events get in the way of faith formation, but we encourage you to make faith formation a priority. If your child(ren) are absent three times or more throughout the year, make up work will be assigned to the youth that will need to be taken home and completed.



INCLEMENT WEATHER

When weather conditions are hazardous on a school day, Nativity Parish Faith Formation Department will follow the lead of the Ashwaubenon Public School District. When the Ashwaubenon Public Schools are cancelled for the day, there will be NO Faith Formation that night. If the weather becomes hazardous mid-day, a public announcement will be made in regards to the cancellation of Faith Formation. Please watch email and social media for up-to-date information or tune into your local news channels. Sunday morning classes will not be cancelled, due to the fact that they take place during the 10:15 am Mass.





CARRY-INS

COMMUNICATION DEVICES

The only time students are permitted to use their communication devices are when the catechist asks them to use them for educational purposes. We ask that parents do not request their students communicate with them during classes (I.e: “Let me know when you are halfway through class.”)

WEAPONS POLICY

Firearms, weapons and other dangerous objects are not permitted in any parish building. Exemptions to this policy are granted to law enforcement officers. Any instrument or device of any sort that is actually used in such a manner that it may inflict death or serious injury to another, establishes the object as a weapon. Weapons include, but are not limited to, any form of knife, firearm, or device such as clubs or brass knuckles that may inflict injury.

DRUG AND ALCOHOL POLICY

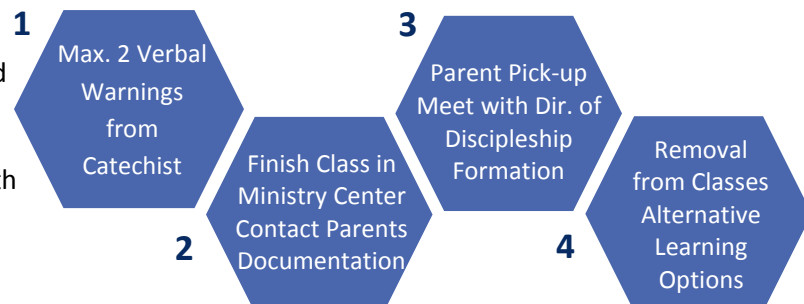
Any student registered in the Discipleship Formation program found in possession of, or under the influence of intoxicating or mood altering drugs, not prescribed by a physician, or in possession of drug related paraphernalia at any parish sponsored event shall be subject to the following: (See Diocesan Board Policy #5141)

EMERGENCY PLAN

The emergency plan is posted in each room for fires or tornado warnings, and should be checked by each catechist. A red envelope will be provided with the same information. In case of an emergency, catechists and students should exit the building or move to safer areas according to the posted directions. In the event of a lock down, you will hear the phrase, “THE BISHOP IS IN THE BUILDING.” Please lock your doors. Turn off the lights, clear the table, push in the chairs, and gather into a space where you can’t be seen. Please re-take attendance at this time. If you are missing any youth, please use your cell phone and call the office at 499-6012.

CLASSROOM MANAGEMENT

All classes follow a consistent classroom management policy. The expectations of all students is that they arrive on time and that they are respectful and courteous to the catechist by listening and doing what is asked of them. Youth are expected to remain in the church building until the end of class. All youth will be expected to conduct themselves in a Christian manner, respecting catechists, adults, staff, and peers. If a youth is disruptive the following procedure will be implemented.





SAFE ENVIRONMENT

Nativity of Our Lord Parish Faith Formation Program, as part of the Diocese of Green Bay, abides by the policies and regulations of the Diocesan Board of Education. Not all of the diocesan policies are duplicated in this handbook. A copy of the diocesan board policies can be found at <http://www.gbdioc.org/education-portal/board-of-education/policies.html>. The following diocesan policies are listed here because of their serious nature.

PROTECTING GOD'S CHILDREN – VIRTUS TRAINING AND BACKGROUND CHECKS

The Bishops's *Charter for the Protection of Children and Young People*, Article 12 & 13 state: "Dioceses will establish 'safe environment' programs, and evaluate the background of all diocesan and parish personnel who have regular contact with minors." The Diocese of Green Bay has determined the following persons are covered by this charter and will participate in a *Protecting God's Children Adult Awareness Session*:

All employee, volunteer or person

who has contact with children/youth/individuals at risk and encounters said person(s) more than four (4) times in a program year and/or acts as a chaperone on an overnight event and/or is the sole adult driver in a vehicle transporting said person(s) and/or spends an average of one (1) or more hour(s) a week in any given four (4) week period with said person(s) and/or is not under the direct/immediate supervision of a parish/educational/catechetical employee.

After the training session, all volunteers are required to complete an electronic volunteer application for the Diocese of Green Bay. One aspect of the application process involves a background check. All volunteers, 18 years of age and older, are required to fulfill these requirements.

HARASSMENT POLICY

It is the policy of the educational programs governed by the Diocesan Board of Education to maintain a learning and working environment that is free from any type of harassment. No employee, volunteer, or student associated with these programs shall be subject to any type of harassment. It shall be a violation of this policy for any employee, volunteer or student to harass another employee, volunteer or student. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with local, state and federal laws and board policy and procedures governing harassment within the educational/catechetical program or office. Violations of this policy or procedure will be cause for disciplinary action.

REPORTING CHILD ABUSE AND NEGLECT

Since parish, school and faith formation personnel are in a unique position to observe and identify potential cases of abused and/or neglected children, responsible action by school and faith formation personnel and catechists can be achieved through recognition and understanding of the problem, knowing the reporting procedures and acting accordingly as specified by state law. Administrators are required to follow the requirements of civil law and the guidelines as set by the Department of Education. Such guidelines should make staff personnel aware that by state statute they are immune from civil and/or criminal liability when reporting suspected child abuse cases. Failure to report may result in legal action which may include a fine, imprisonment or both. Please feel free to consult with the Servant Leader/Coordinator of Faith Formation to help aid you in this process.



HOUSEHOLD DISCIPLESHIP COVENANT

Under the leadership of Pope Francis, Bishop Ricken, and our Pastor Father Mike Ingold, Nativity Parish is on a quest to develop Missionary Disciples who are ready to go out into the world spreading Jesus' Good News. To do so we must first deepen our personal relationships with Jesus Christ, learn about His Church, and strengthen our families.

Through our baptism we are each responsible to the command Jesus gave his apostles in Matthew's Gospel:

“GO THEREFORE, AND MAKE DISCIPLES OF ALL NATIONS, BAPTIZING THEM IN THE NAME OF THE FATHER, AND OF THE SON, AND OF THE HOLY SPIRIT, TEACHING THEM TO OBSERVE ALL THAT I HAVE COMMANDED YOU. AND BEHOLD, I AM WITH YOU ALWAYS, UNTIL THE END OF AGES.” (MATTHEW 28:19-20)

THE CHURCH HAS GIVEN US FIVE SIMPLE STEPS:



Attend Mass on Sundays and Holy Days of Obligation, doing no unnecessary work on those days.

We are strengthened and nourished by Christ in the Mass. By taking the time to enter into prayerful dialogue with God, we can better understand the plan that God has for each of us and our family as disciples.



Confess sins at least once a year.

Through both the Sacrament of Reconciliation and living the life of forgiveness (both seeking forgiveness and granting forgiveness), we not only strengthen our relationship with our Lord, but also help grow the Kingdom of God here on earth.



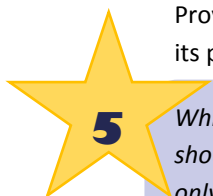
Receive Holy Communion frequently and at least during the Easter season.

In Holy Communion we are fed as we receive Jesus' Body and Blood, Soul, and Divinity. We are nourished, strengthened and grow in our love of God and His Holy Church



Observe the prescribed days of fasting and abstinence.

In these small worldly sacrifices, we draw closer to our Lord and his suffering. We also grow in love for our brothers and sisters whose suffering we may or may not be aware of.



Provide for the material needs of the Church - its buildings, its structure and most importantly, its people - according to one's abilities.

While we do have a financial obligation to support the workings of the Church, we should be willing to do more by sharing our time and talents with the Church – not only to help maintain the Church but also help bring others into the Body of Christ.

HERE IS WHAT THOSE STEPS LOOK LIKE HERE AT NATIVITY:

1. ATTEND MASS

Parents:

- ✝ Attend Mass regularly with your children, so that your whole family may be nourished by God's Word and Eucharist (age applicable).
- ✝ Discussing the weekly Mass experience as a family. Fill out the **required** weekly Mass worksheet - share insights to the readings, talk over what words touched your heart that day in the readings and/or homily, etc.

Students:

- ✝ Regularly attend Mass and complete at least one **required** Mass worksheet/month. Grades 1-5, one sheet per family, Grades 6-11, one sheet per student

Nativity Staff and Volunteers:

- ✝ Attend Mass and pray for and with you regularly.

2. CONFESS SINS

Parents:

- ✝ Be a faith role model, for you children and realizing that as parents, you are in charge of your domestic church (home) and are recognized as your child/children's primary faith former. This includes confession and the willingness to apologize to your children and spouse, modeling humility.

Students:

- ✝ Attend reconciliation at least twice a year.

Nativity Staff and Volunteers:

- ✝ Be humble and authentic witnesses to God's forgiveness and mercy.

3. RECEIVE HOLY COMMUNION FREQUENTLY

Parents, Students, Nativity Staff and Volunteers:

- ✝ Knowing that in the Eucharist we become Jesus' hands and feet, we will be role models in faith both here at Nativity and throughout the community.

4. FAST AND ABSTAIN

Parents:

- ✝ Abstain from time-sucking activities and use that time to pray with and for your children.

Students:

- ✝ Abstain from hurting others: treat all others with courtesy, compassion, respect, and love, knowing that each one of us is a holy child of God, created in his image and likeness.

Nativity Staff and Volunteers:

- ✝ Be role models in faith both here at Nativity and throughout the community, fasting from things that distract from God and feasting upon a healthy prayer life.

5. SUPPORT THE WORK OF THE GOSPEL

Parents:

- ✝ Spend time each week with your child reading through material from their discipleship formation sessions, discussing any questions assigned/provided, and in prayer.
- ✝ Share your Time, Talent, and Treasures in the parish and community.

Students:

- ✝ Come to **each class** prepared, ready to participate, cooperate and prayerfully deepen your relationship with Jesus Christ and learn more about our Holy Catholic Church.

Nativity Staff and Volunteers:

- ✝ Give generously of our time, energy and witness to share Jesus' love with all of our students and parents.
- ✝ Provided resources and support to help your family grow in faith.

NOTES



CONTACT US

Discipleship Formation Staff

Mary Carter, Director of Discipleship Formation
Amberly Boerschinger, Coordinator of Discipleship
Formation and Communications
Heidi Stubb, Church Time Coordinator
Barb Torreano, Tuesday Coordinator

www.nativitydisciples.org/parentresources

Find us Online!

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Nativity of Our Lord Parish



[nativitydisciples](https://www.instagram.com/nativitydisciples)

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Snow Day
Makeup

CALENDAR KEY

-  Classes
-  Catechist Formation
-  VIRTUS Volunteer Training (Reg. required)
-  First Reconciliation/First Eucharist
-  Confirmation Retreat or Sacrament
-  Confirmation Class
-  Evenings with Classes AND Adult