



# Queen of Saints

**Faith Formation Program Handbook  
For  
Kindergarten through 8<sup>th</sup> Grade  
2023-2024**

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# Mission Statement of the Educational Apostolate Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote lifelong faith formation, which challenges individuals to:

- ❖ Respond to God's continuous call for conversion to Jesus Christ
- ❖ Form and be formed in Christian community life
- ❖ Participate in liturgical celebrations and prayer
- ❖ Collaborate in the Church's mission of evangelization

# **Queen of Saints Faith Formation Commission**

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# Queen of Saints Guidelines and Procedures

## Calendar Changes

If the calendar is changed, the website calendar will be updated to reflect the change and/or a notice will be in the bulletin.

## Teacher In-service Days

Faith Formation will be held on teacher in-service days. Class will only be cancelled due to inclement weather.

## Inclement Weather

In the event of inclement weather, cancellation of classes will be announced over local TV stations, KCRG, KWWL, and KGAN. Cancellations will also be posted on the Queen of Saints website ([www.queenofsaints.com](http://www.queenofsaints.com)) and the phone tree will be implemented. If Benton Community Schools cancel for the day, Queen of Saints Faith Formation classes are automatically cancelled.

## Arrival and Dismissal

Traditional Faith Formation is from 6:15-7:30 pm on Wednesdays. Summer Faith Formation is from 8:00 am – 3:30 pm in June after school is out. DO NOT drop students off more than 5 minutes before the start of class as catechists are finalizing preparations (IE: making copies). Students are not to be in the classroom until the catechist arrives. Once the catechist admits the students to the room, the catechist is responsible for supervising the students. Students are to be respectful and courteous at all times. Please respect the drop off time of 6:10 pm for our 6:15 pm class start.

Children will be dismissed at the appropriate time and will be taken to the designated area for pick up by their catechist. This will be done every class time. If the student is being picked up by someone other than their parent, a note stating who is picking them up needs to be on file. For safety and liability reasons, children are not allowed to wait outside.

## Attendance

Attendance and participation in our Faith Formation program is essential to develop a sense of belonging to the Queen of Saints communities, for growth in our relationship to God, and for an ongoing understanding of our Catholic faith. Notification of an absence should be made to the Site Supervisor prior to the absence, no later than a half hour before the start of class.

Unexcused absences are to be avoided. It is understood that emergencies do occur; however, absences due to school activities and sports are *not* excused. If your child should have more than 3 unexcused absences, it will be understood that a problem exists and will have to be evaluated by the parents with the Pastor before continuing in the program.

In special circumstances, i.e. long-term illness, a serious accident, or personal family situation; please consult with the Site Supervisor and the Pastor.

### **Special Needs**

Parents are requested to list any health concerns of a student on the registration form. Parents are requested to list any special needs of a student with learning disabilities on the registration form. This information will be communicated to the appropriate catechists.

### **Communications**

It will be the responsibility of students to deliver any communication in the form of notes or letters to their parents. It is the responsibility of the parent to ask the student if any notes were sent home with them. For a successful program, it is essential there be ongoing communication between the parents and the catechist. If there are problems, parents are to contact the catechists, the Site Supervisor and/or the Pastor.

### **Emergency Calls**

Emergency phone calls can be made from the Faith Formation office.

### **Lost Articles**

Lost and found articles will be kept in the Faith Formation office.

### **Church Attendance**

Faith Formation students are required to attend weekly Mass. As a parent, you have been your child(ren)'s first catechist. Your attitude about church is the attitude your child(ren) will develop. How you relate to God is how your child(ren) will relate to those around them.

## **Church Affiliation**

Families need to be registered members at one of the Queen of Saints parishes: Immaculate Conception, St. John, St. Michael, St. Patrick, or St. Paul. The formation of each child is a responsibility shared by the parent/guardian and the cluster Faith Formation program.

## **Rules and Regulations**

1. Food and gum are not allowed in the building or classroom, unless it has been authorized by the Site Supervisor. Birthday treats or other treats must be wrapped or in a plastic bag. They will be handed out at the classroom door and are not to be eaten until the student has left the building.
2. Students need to dress appropriately for class.
3. Students should respect one another's property and the building.
4. NO CELL PHONES are allowed in the classroom. If a student has it with them, it will be given to the catechist to hold until class is over.
5. If a field trip is planned, parents will need to give written permission by completing the Archdiocesan form, which is *different* than the waiver signed at the beginning of the year. This will be sent home with the student and will need to be returned to participate in the activity. Afterwards, the forms are kept on file at the cluster office.
6. **NOTICE:** Students will be dismissed at the appropriate time and will be taken to the designated area for pick up by their catechist. This will be done every class time. No student will be allowed to stand outside and wait. If they are to ride home with someone other than a parent, they must bring a permission slip with them and give it to the Site Supervisor. This person will then sign your child out. Your child's safety is of the utmost importance to the Queen of Saints cluster.

# Discipline Policies

The respect and dignity of all persons is valued. Discipline helps all students as it contributes to a climate of learning, loving, and living. It helps each student as it provides an environment to guide students to become a self-disciplined person. Each catechist in the classroom will clarify and establish classroom guidelines. Positive consequences encourage students to choose appropriate behavior. It is our mission to provide a safe environment where all have the opportunity to learn.

The Pastor, Site Supervisors, Catechists and Volunteers in the Queen of Saints cluster have the authority and responsibility to maintain good discipline. Catechists from all grade levels are responsible for all students and may correct any child's misbehavior. Within the classroom, normal discipline problems will be handled by the classroom catechist.

The disciplinary program for the Traditional Faith Formation Program is as follows:

1. The child will get a warning for behavior that is disrespectful towards their teacher or other students, or behavior that goes against the rules.
2. If the behavior continues, a second warning will be given and the child will be pulled from class to write a letter to their parents about what they were doing that violated the classroom rules.
3. If after the letter is written and the behavior continues, a third warning will be given. Their parent will need to stop and pick the letter up from the site coordinator and a parent will be required to attend class with the child the following week.
4. All three warnings can be given during the same class. The student would return with a clean slate the next week.
5. Each night each class will be able to earn a ticket if they all show responsible, respectful behavior. This is determined by their teacher. If they are able to get to 5 tickets, they will be rewarded with a pizza party.

Discipline problems are defined as follows:

1. Talking continually while in class is in session after the student has been warned by the Catechist to be quiet.
2. Distracting other students so learning cannot take place.
3. Physically or verbally threatening a fellow student or fighting.
4. Possession of drugs, alcohol, or harmful weapons.
5. Vandalism of property/building or the personal property of other students.
6. Open or persistent defiance of a catechist.



## Discipline Form

Name\_\_\_\_\_ Date\_\_\_\_\_

1. Why was I asked to leave the room?

2. What behavior on my part contributed to this?

3. I will do the following so that my time in Faith Formation will be more profitable:

Agreement:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Catechist

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Site Supervisor

## **Help for Victims of Sexual Abuse**

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they or those in their care have been sexually abused as minors by clergy or other Church personnel. This assistance will include help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to call (563) 556-1225 or (866) 319-4636 to report an allegation or receive assistance. This program is part of the “Policy for the Protection of Minors”. Posters are hung in each of the churches with contact information.