

Sacred Heart – St. Joseph Religious Education Handbook 2011 - 2012

Month

September	11	18	25			
October		2	9	16	23	30
November	6	13	20			
December	4	11	18			
January			8	15	22	29
February	5	12	19	26		
March	4	11	18			
April	1		15	22		

Special Dates:

September 11	First Class
October 2	First Reconciliation/First Communion meeting for parents at 11:30 am at SH
November 6	First Reconciliation 11:30 am at SH
November 27	Thanksgiving Weekend - No class
December 4	Virtus Class
December 18	Christmas gathering/program
December 25	Christmas Vacation - No class
January 1	Christmas Vacation - No class
March 25	Spring Break - No class
April 8	Easter Sunday - No class
April 22	Last day of class
May 5	First Communion practice 10:00 am at SH
May 6	First Communion at Sacred Heart

Staff

Pastor:	Father Tim Haberkorn	232-2863
Coordinator:	Paul Allen	221-2749

Religious Education Staff:

Pre-School & K:	Sharon Sands	357-0293
Grade 1:	Teri Benson	266-6702
Grade 2:	Kathy Anstaett Annette Johnson	379-8832 228-1546
Grade 3:	Cindy Schiffelbein	234-4855
Grade 4:	Chrissy Baldwin	969-4001
Grade 5:	Paul Allen	221-2749
Grade 6&7:	Donna White	836-2500

All paid employees and volunteers over the age of 18 who work with children under the age of 18 are required to complete the Archdiocesan Sexual Abuse Policy Regulations.

We offer a preparation process involving the candidate, the parents/guardians, the sponsors and the parish community for those receiving the sacraments. We recognize and support that the family is the foundation for the faith formation of the child. Therefore the family, especially the parents and guardians, are highly involved in this preparation process. Parents and guardians are required to attend some sessions pertaining to each of the sacraments.

Religious Education begins promptly at 9:15 AM and concludes at 10:15 AM.

Arrival Process

- Arrival time is between 9:00 am and 9:15 am unless those arriving are involved as teachers or special activity volunteers.
- Children are to enter through the church to the basement and quietly proceed to the tables marked with their grades. Promptly at 9:15 am the teachers will walk their students over to the school to the assigned classrooms.
- Children Preschool and Kindergarten are to be escorted into the church building by an adult or older sibling.
- Once children have entered the school, they may not leave the premises without parental consent and authorization from the staff.

Dismissal Process

- All children are to exit the school building through the Freeman Street doors of the school.
- Children in Preschool and Kindergarten need to be escorted from the school building by an adult or older sibling.

- If for some reason, you are unable to attend the 10:30 am Mass, the children should be picked up at the school promptly at 10:15 am.

Attendance Expectations

Goal: All children will attend classes 100% of the time.

- Teachers and parents will work together to keep the religious education experience meaningful, positive and fun for all students.
- Teachers will keep attendance records.

Cancellation of Classes

Cancellation of classes due to hazardous weather conditions will be called in to the local television station by the coordinator as early as possible. Please use your own judgment as to the road and weather conditions in your own respective areas.

Other Guidelines

- Gum chewing is not permitted
- Eating candy or snacks is not permitted unless there is a group party or permission is given in advance by the teacher.
- School property and everything inside the classrooms should be respected and not abused in any way.
- Cell Phones, MP3 players, iPods or any musical or video equipment is not permitted.

Discipline Process

- The 3 Strikes Policy—this is in regards to behavior and/or attendance. We believe that all students should respect their teachers, each other and their surroundings. If they are not being respectful, the teacher will give them a “strike”. This is also in regards to their attendance. The knowledge they gain from CCD will help them grow in their faith as they embark upon their sacraments and they miss out if they are not attending class. Once a child has reached 3 strikes, the student and parents must meet with Father Tim before the student will be allowed back in class.

Health

- Although we are excited about having students present for every class, we do not want children to attend class when they are ill.
- Please let us know if your child has any physical, emotional, or mental condition that requires special attention so that we can be responsive to his/her needs.

Parent and Staff Communication

- We are committed to the role the family plays in being the primary catechists of their children. We are committed to working together with you as partners in the formation of your family’s faith. We welcome your suggestions, concerns, questions, and your sharing with us your needs as families.

- Primary communication regarding events and information will be communicated through letters sent home with the children and via the parish bulletin.
- Coordinator and Catechists are available by telephone.
- Visits to classes are welcomed and encouraged.