

Immaculate Conception Church Religious Education 2018 - 2019 Parent Handbook



Immaculate Conception Church

Immaculate Conception Church
Religious Education
109 Angel Ave NW, PO Box 548
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Revised – June 2018

Immaculate Conception Staff

Pastor.....Fr. James Devorak

Director of Religious Education..... Ronda Hague

Administrative Assistant..... Trish Kusske

Religious Education Office Hours

Monday, Tuesday, 7am -1pm

Thursday, Friday: varies, call first

Wednesday 1pm-8:30pm

Sunday 8:00am-10:30am

Always available by cell number 952-457-4958

SESSION SCHEDULE

4-10-year-old – Children’s Liturgy of the Word during 10:30am Mass

Kindergarten-5th Grade – 9:15-10:15am Sundays

6th-10th Grade- 7:00-8:15pm Wednesdays

Religious Education Committee: This committee meets once a month.

The purpose of the Religious Education Committee is to support the parents in their role as the primary Religious Educators of their children. They do this by advising the Religious Education Director on issues pertaining to Religious Education for the parish, reporting feedback from the parish, and helping plan and coordinate events. **If you are interested in joining please contact Ronda at 952-955-1777 .**

Religious Education Mission Statement

Our Mission is to encourage and equip our community to grow faithfully in Jesus Christ and to utilize these gifts in lifelong service to the community within the Traditions of the Roman Catholic Church.

Philosophy

The Immaculate Conception Religious Education Program has the rich tradition of our Catholic Faith both as its heritage and as the basis for promoting religious formation and education. With our families, we strive to participate in the transmission of Gospel values and in fostering a vibrant life of faith for each child. In order to achieve this end, we invite parents to join with us in full support of our program and in the implementation of these guidelines.

Religious Education Expectations:

Mass Attendance and Spiritual Formation:

We stress the importance of attendance at Sunday Liturgy and Holy Days along with the frequent reception of Holy Communion and regular reception of the Sacrament of Reconciliation. We encourage a rich personal prayer life.

Faith in the Home:

- Parents should review and talk about the topics the children cover each week in their classes. Lesson plans and outlines are available on the website and will be emailed at the beginning of the year.
- Prayer booklets are also handed out at the beginning of the year and can be downloaded from the website. These prayers should be done daily together at home.
- Parents are encouraged to keep a copy of a bible, a catechism and rosaries in their home. Also parents are welcome to purchase the student text for grades 1st-8th to have at home.

Class attendance:

- Students are expected to attend classes each week. If they miss more than 2 classes, they will be expected to make them up.
- Students are expected to participate in each grade level. If a student enrolls late, previous work will need to be covered first.
- If your child will be absent, please call or email the Religious Education office. Phone calls will be made if a child is marked absent and not excused.

GENERAL POLICIES

VISITING THE CATHOLIC EDUCATION CENTER

ALL VISITORS MUST STOP AT THE OFFICE TO LET THE DIRECTOR OR ADMINISTRATOR KNOW, AND TO SIGN IN. Parents and visitors are welcome to attend classes with the students.

IMMACULATE CONCEPTION WEBSITE:

www.iccwatertown.org under Religious Education

Please check the website weekly for program updates, event reminders, information regarding Sacraments, parent resources, lessons and outlines.

EMERGENCY AND INCLEMENT WEATHER CLOSING

- Religious Education classes will be cancelled if Watertown-Mayer school district is closed. Special attention should be given to "*after school activity closings.*" Immaculate Conception Church will be listed as closed on KARE 11. It will also be posted on the website and emails will be sent out. Please take special care on Sunday mornings if the weather is questionable to check these locations.

CALENDAR

Parents are provided with a yearly calendar at the beginning of the program year. Please make a note of all special Liturgies and scheduled events. The calendar is subject to change, so please check the website and emails for updates.

ARRIVAL

For your child's safety, no student is to enter the building more than 5 minutes prior to their session. **Students are to wait quietly outside of their classroom for the catechist to arrive.**

LATE ARRIVAL

Lateness and irregular attendance interfere greatly with a student's progress and is disruptive to both the catechist and the rest of the class. Please bring your child to class on time. All students who arrive late must report to the office to sign in.

KINDERGARTEN AND FIRST GRADE DISMISSAL PROCEDURE

Kindergarten and First Grade parents please go to your child's classroom to pick them up each week.

GENERAL DISMISSAL PROCEDURE

Each session will run the full length of the scheduled time period. Students are to remain in their classrooms until the bell rings. Students are expected to leave the building in an orderly manner and are to walk at all times. In winter months snow throwing is prohibited. Parents are to park in the lot to wait for their children. Please follow the flow of traffic and watch carefully for students when driving.

EARLY DISMISSAL FROM CLASS

Commitment to Religious Education is important, therefore sports practices or games do not constitute a valid reason for early dismissal. If a student must be excused from class for some urgent reason, a note, signed by the student's parent or guardian, is to be given to the catechist by the student at the beginning of class. The note should contain the reason and time of early dismissal as well as the name of the person authorized to pick the student up. The authorized adult must come to the office to sign the student out for pick up.

CARPOOL INFORMATION

If parents and children participate in a carpool with other individuals to and from Religious Education classes, it is the responsibility of the parent/guardian to assure safety precautions are established. It is also the parent's responsibility to obtain the individual's valid driver's license and current car insurance information. The parish is not responsible for the transportation of children to and from Religious Education classes, or for any driver in a carpool.

ATTENDANCE

Students are expected to be present for all Religious Education classes. After missing a class, parents are expected to contact the Catechist for an assignment of missed work.

ABSENTEEISM

If long-term absence is necessitated due to illness or family situation, parents must contact the Director of Religious Education to arrange a suitable way to complete the grade level requirements. Promotion to the next grade level is not automatic.

STUDENTS WITH SPECIAL NEEDS

Every effort is made to welcome all children into the program. Parents should communicate their child's special health and/or learning needs to the Director of Religious Education as well as on the registration form. This information will be helpful in providing the best possible religious educational experience for your child.

REGISTRATION INFORMATION

- Tuition fee information is reviewed annually and adjusted as necessary.
- Tuition covers the cost of each student's textbook, art supplies, resource materials and other miscellaneous items. It also helps to defray the overall cost of running the program. (A replacement fee may be charged for books that are lost or damaged).
- Financial concern should not prevent registration in our program. If there is a difficulty, please contact the Director of Religious Education.
- Changes in status, including telephone numbers, e-mail and home addresses should be reported to the Religious Education Office and the Parish Office.
- Copies of Sacramental certificates or verification of Sacraments received from other parishes are required at the time of registration.

DISCIPLINE POLICY

We at Immaculate Conception view the teaching of our children in their faith as an honor. Attending a faith formation program is also a privilege. We believe it should be a positive experience for all. In order to make that possible, we have established behavior guidelines which should help ensure that all people involved (teacher, students and parents alike) have a safe and enjoyable learning experience. We ask you to read and discuss these with your children so that they are aware of what is expected.

Rule 1: **Students are expected to attend every scheduled class and event. Students should arrive on time. Please call the Religious Education office if your child will be absent.**

Rule 2: **Students are expected to listen to their teachers and follow any classroom rules.**

Rule 3: **No food, drink or gum will be allowed in the classroom.**
Consequence: These items will be taken and thrown away.

Rule 4: **Personal items such as iPods, hand-held video games, cell phones, etc. are not allowed to be used during class.**
Consequence: These items will be taken away and returned at the end of class. If a second offense occurs, parents of the student will have to claim the item from the Religious Ed office.

Rule 5: **Any behavior that the teacher feels is disrupting the class (ex: irritating noises, inappropriate and disrespectful language, talking out of turn, failure to follow directions, etc) will be met with consequences.**
Consequence:
 1st Offense: Student will be removed from the class and brought to the office for the remainder of the class time. Parents will be notified of their child's behavior.
 2nd Offense: Student will be removed from the class and parents will be called to pick up their child. A parental conference will need to take place before the student can return to class.
 3rd Offense: Student will be removed from the program for the year and will be given home school materials to finish. The student will be welcomed back in the fall.

Rule 6: **Students are expected to respect all property.**
Consequence: Students who damage church property or someone else's personal belongings will have to pay to repair the item or if it can't be repaired, pay to replace it.

Rule 7: **Students are expected to act in a respectable manner.**
Consequence: Students who cause injury or act in a careless manner that may cause injury will be handled on an individual basis.

Rule 8: **All state laws will be observed.**(ex: no possession or use of alcohol, tobacco, illegal drugs, weapons, etc. or be under the influence while on the property)
Consequence: These crimes will be reported to the proper authorities.

We reserve the right to use our discretion in enforcing the above rules as

individual circumstances dictate.

SACRAMENT INFORMATION – All dates, program flyers and information can be found on the parish website

RECONCILIATION AND FIRST HOLY COMMUNION

STUDENT/PARENT REQUIREMENTS

- Baptized
- Attends Sunday and Holy Days of Obligation Mass
- Has completed previous years of Religion Classes
- Parent attends informational meeting
- Attends scheduled Religious Education classes (Repeated absences interfere with proper preparation for the sacraments and may result in deferment.)
- Participates in the retreats, classes, and rehearsal
- Does assigned home lessons
- Has an appreciation and understanding of the Sacraments

CONFIRMATION

CANDIDATE REQUIREMENTS

- Received the Sacraments of Baptism, Reconciliation, and First Eucharist
- Attends scheduled Religious Education classes. Repeated absences interfere with proper preparation for the reception of Confirmation and may result in deferment
- Attends Sunday and Holy Days of Obligation Liturgies
- Participates in retreats, speakers, service projects or other scheduled events
- Completes 15 hours per year of service work
- Completes and returns all required paperwork and assignments to the Religious Education Office by date due
- Continued participation in the parish after Confirmation through class attendance, youth ministry, activities and parish ministries.
- Interview with Father

FINAL NOTE

The program director reserves the right to amend this handbook. In the event of any such amendment, parents will be given notification of changes made.