

Religious Education Program REP Volunteer Handbook 2018-2019



St. Anthony Catholic Church

7659 West Sauk Trail, Frankfort, Illinois 60423

www.stanthonyfrankfort.com

815-469-6072 Phone ~ 815-806-9421 Fax

Reverend Richard Smith, Pastor
Reverend John Sponder, Parochial Vicar

Deacon Tony Schlott

Director of Religious Education Program

Tony@stanthonyfrankfort.com

REP@stanthonyfrankfort.com

✠ **St. Anthony Mission** ✠

We, the members of the St. Anthony Catholic Community, gather together to worship and celebrate the Sacraments, especially the Eucharist, as we strive to live the Gospel in our daily lives. Empowered by the Holy Spirit, we are called to invite, inform, inspire, and ignite the community in our faith journey by fostering stewardship through sharing of our gifts of time, talent, and treasure. We are further called to share our faith through active evangelization and charitable outreach.

St. Anthony Parish

☞ Religious Education Program ☞

This is Our Faith; This is the Faith of the Church

The content of faith is the heritage of the whole Church. It is the privilege and responsibility of the entire people of God to preserve the memory of Christ's words and actions and to hand on the content of this faith to future generations.

MINISTRY BY OUR DEACONS

Our Deacons will be available to work with students on special occasions and will be available for classroom visits throughout the year.

**Deacon Rich Rosko ☞ Deacon Don Berkey
Deacon Bill Boucek ☞ Deacon Joe Johnson
Deacon Tony Schlott**

CLASS TIMES

All classes are held WEEKLY at the Padua Center

SUNDAY:

**Session 1: 7:30am-8:45am
Session 2: 9:00am-10:15am
Session 3: 10:30am-11:45am**

TUESDAY:

Session 4: 4:30pm-5:45pm

WEDNESDAY:

Session 5: 4:30pm-5:45pm

✠ REP Contact Information ✠

Director:	Deacon Tony Schlott	Tony@stanthonyfrankfort.com 815-469-6072 ext 149
REP Staff Support:	Kathleen Depre Diane Vanderpool	REP@stanthonyfrankfort.com 815-469-6072 ext 142

RELIGIOUS EDUCATION PROGRAM REGULAR OFFICE HOURS

**Sun (on lesson weeks): 7:00am - 12:00 Noon
Mon - Thurs 8:30am - 4:30pm; Fri 9:00 - Noon
Tues & Wed (on lesson weeks): 1:00pm - 6:30pm**

To our Volunteers,

Thank you for coming forward to take a position as a volunteer in the Religious Education Program. We appreciate your commitment to the young people of our community! We also recognize that in our hectic world, your commitment of time is often a great sacrifice.

Your position as a volunteer is a very important element in the religious instruction of the young people with whom you will work. Whether you are teaching a 1st grader the basics of prayer, helping a child to get safely into the building from the parking lot, or guiding a young person from Confirmation to a leadership role as a Catholic Christian, you are a very important part of the process. You are important for the well being of each child, and for the well being of St. Anthony Catholic Church, Frankfort.

Please remember that no one has all the answers. As a staff, we are here to help you as you work with your students. We will provide you with on-going training that will help you with everything from classroom management to the important basics of our Catholic Faith. We will provide you with opportunities in which your own faith might grow. And more importantly, we won't expect you to have all the answers.

Please do not hesitate to let our staff know if there is anything that we can do to make your role a little easier.

Yours in Christ,

Deacon Tony Schlott

“Catechesis is an education in the faith of children, young people and adults, which includes especially the teaching of Christian doctrine imparted, generally speaking, in an organic and systematic way, with a view to initiating the hearers into the fullness of Christian life.”

~Catholic Catechism

GENERAL POLICIES AND GUIDELINES:

The Religious Education Program follows the guidelines of the **General Directory for Catechesis** (GDC, 1997), an official statement of the National Conference of Catholic Bishops for sharing the Catholic faith.

All programs are in conformity with the **Catechism of the Catholic Church** (CCC), a presentation of the truths of the Catholic Church. These include the teachings of Sacred Scripture, the Traditions of the Church, and the teachings of the Magisterium of the Church.

The Religious Education Office of the Diocese of Joliet issues a policy handbook to coordinate the efforts of all parishes in the diocese. The GDC, the CCC and the diocesan policy handbook are available for review in the Religious Education Office. Specific parish Religious Education Program goals, guidelines and policies are established and reviewed by the Directors of Religious Education and the Pastor.



ATTENDANCE FOR ALL REP VOLUNTEERS:

We know that these are volunteer positions within the St. Anthony Religious Education Program and unexpected situations do occur over the course of the year. Please be aware that when we are not informed of an absence by a volunteer there are many issues that arise last minute. We are asking that you ***please inform the REP desk as soon as you know you will be missing a class. This policy is in effect for the safety of our children and our Catechists.***

Just as there are restrictions on the number of absences for students to ensure proper completion of the year, we also expect our volunteers to have NO MORE than 5 absences. If a volunteer has more than 7 absences we will reduce the discount amount significantly.

CATECHIST:

The call to the ministry of Catechist is a vocation, an interior call, the voice of the Holy Spirit...their commissioning by the Church is a participation in the divine calling to teach as Jesus did. Their personal relationship with Jesus Christ energizes their service to the Church and provides continuing motivation, vitality, and force of their catechetical activity. Christ invites all Catechists to follow him as a teacher of the faith and a witness to the truth of the faith. - *National Directory for Catechesis.*

Each Catechist contributes time and service toward achieving the primary goal and objective of the Religious Education Program to "teach as Jesus taught." Catechists teach the curriculum while sharing their faith and love for the Lord.

Responsibilities of the Catechist include:

- † **Arriving 15 minutes before class session begins.**
- † Upon arrival, **please sign in.**
- † Supervise the students in the St. Elizabeth Ann Seton Room and the Atrium to keep them calm and quiet while they are waiting to be released to their classrooms.
- † Do not allow your own children to be in the classrooms with you prior to being released with the bell. All students need to wait by their grade cones or in the St. Elizabeth Ann Seton Room.
- † Catechists are required to engage in at least 6 hours of Faith Formation each year.
- † Preparation of the weekly lesson plans provided and completing those lesson plans before other activities during session time.
- † Dismissing students on time following dismissal regulations and parent pick up plan (See Family Handbook).
- † Maintaining gentle discipline during class sessions and liturgical celebrations.
- † Keeping track of each student's progress, noting absences, excuses and make-up work.
- † Return all paperwork to the office by placing it in your office folder and returning to the session bin located in the foyer.
- † Informing the Director of all instances of inappropriate behavior of any child.
- † Being responsible for classroom furnishings, supplies and resource materials.
- † Always informing the REP Office, **in advance**, if a substitute is required for your class and providing lesson plans and resources.
- † Completing student progress reports twice a year – in December and April. Forms will be provided.
- † Returning the Teacher's Manual and Catechist Binder at the end of the year to be reused. *Please do not write in these.*
- † **Absolutely No Cell Phone Use.** You should be engaging with the students and participating in classroom activities.

CATECHIST AIDE:

A Catechist Aide is invaluable to a Catechist and they are often Catechists in training. While they do not have full responsibility for the entire class, the Catechist Aide may lead one part of a lesson in conjunction with the Catechist. For example, Catechist Aides may lead a welcoming activity, storytelling, craft, prayer, game, etc. These activities must always be planned with the theme of the lesson in mind and the approval of the Catechist.

Participation in any Catechist in-service sessions and other Catechist formation opportunities during the year IS NOT REQUIRED BUT IS STRONGLY ENCOURAGED for Catechist Aides.

Responsibilities of the Catechist Aide include:

- † **Arriving 15 minutes before class session begins.**
- † Upon arrival, **please sign in.**
- † Supervise the students in the St. Elizabeth Ann Seton Room and the Atrium to keep them calm and quiet while they are waiting to be released to their classrooms.
- † Do not allow your own children to be in the classrooms with you prior to being released with the bell. All students need to wait by their grade cones or in the St. Elizabeth Ann Seton Room.
- † Assisting the Catechist in creating an atmosphere for learning and helping maintain an orderly environment.
- † Taking attendance, tracking homework completion, grading the student's homework, reviewing knowledge of prayers, and any other duties as requested.
- † Bringing homework issues to the Catechist so they can be addressed.
- † Working one-on-one with a child who needs extra help.
- † In an emergency, the Catechist Aide may be asked to teach the class.
- † Always informing the REP office of their absence, **in advance**, so we can ensure at least two adults are in each classroom.
- † **Absolutely No Cell Phone Use.** You should be engaging with the students and participating in classroom activities.

YOUTH AIDE:

A Youth Aide is an important part of the group. He or she must be a High School student. Serving as a Youth Aide fulfills "service hours" for these students. **In order to earn service hours, the Youth Aides must be involved and actively working with the Catechists and students.** The Catechists, as well as the children, benefit from the Youth Aide's presence and assistance all year long. It is important that the helpers are present at every class session as many children form a special bond and consider their Youth Aide as being like big brothers and sisters.

A Youth Aide's responsibilities include:

- † **Arriving 15 minutes before class session begins.**
- † Upon arrival, **please sign in.**
- † Grading and tracking the receipt of students' homework, if needed.
- † Joining in all activities with the children so that you can model for them...sing, play, make crafts, etc.
- † Helping greet the children and getting them settled for class.
- † Helping with small group discussions.
- † Helping assist with projects: cut, paste, clean up.
- † Helping maintain order in the classroom, hallways, and when going to and from activities outside the classroom.
- † Helping to get children ready for dismissal, i.e., gathering materials and crafts for take-home, button, zip coats, help put on boots, hat, scarves, etc.
- † Assisting with clean-up, putting up chairs, or other tasks.

- † Youth Aides are part of the team and should notify the office if they are going to be absent from the classroom.
- † **Absolutely No Cell Phone Use.** You should be engaging with the students and participating in classroom activities. Whether you realize it or not, you are a role model to the students.

OFFICE HELPER: (During Sessions)

- † **Arriving 15 minutes before class session begins.**
- † Upon arrival, **please sign in.**
- † Assist Catechists & Aides in keeping the students calm and quiet while they are waiting to go to classrooms.
- † After the announcement for starting time, wait at the doors for late arrivals, have them sign in, and escort them to their classrooms.
- † Check with front desk for any jobs that may need to be completed.
- † We may need to put you in a classroom if a volunteer is absent.
- † Escorting children to/from classrooms, when needed.

OFFICE HELPER: (Non Session Times)

- † Upon arrival, **please sign in.**
- † Assist with tracking/record keeping.
- † Filing.
- † Preparing for classes.
- † Special projects.
- † Assist office staff as needed.

HALL MONITOR:

- † **Arriving 15 minutes before class session begins.**
- † Upon arrival, **please sign in.**
- † First floor classrooms are equipped with bathrooms so the catechist aides will supervise bathroom use during the class time.
- † Sign students in/out of the hallway binder when moving to a bathroom, and to/from the classroom. This is the main responsibility of the hall monitor. Notify the REP Office if a pattern emerges.
- † Do not allow students to wait in the hallways for prior sessions to be dismissed. They must remain in the St. Elizabeth Ann Seton Room and/or the Atrium downstairs.
- † At the end of the session check bathroom to see if it was left in proper condition.
- † When closing bell rings, upstairs monitors will please stay at top of stairs until all children come downstairs. Please be sure the students do not loiter or remain in restrooms and that all students leave the building immediately upon dismissal.
- † All hall monitors will then help with an orderly dismissal.
- † **PLEASE NEVER LEAVE HALL UNMONITORED.** Thank you!

TRAFFIC MONITOR:

- † **Arriving 15 minutes before class session begins.**
- † Upon arrival, **please sign in.**
- † Please wear the traffic monitor vest.
- † Place traffic cones in appropriate location in the parking lot, if necessary.
- † Assists with traffic flow and pedestrian crossing to ensure safe arrival/departure of our children.
- † Traffic monitors are needed before and after each session.

VOLUNTEER CHILD CARE:

- † **Arriving 15 minutes before class session begins.**
- † Upon arrival, **please sign in and pick up Childcare Folder at the REP Desk.**
- † Always be sure the parent signs their child in/out in the Childcare Folder at each class.
- † No child should be dropped off unless their parent is a volunteer in REP and they are remaining in

the building. Notify the REP Desk if unsure.

- † Watch young children of volunteers while they work in the REP program and ensures their safety.
- † The room to be used is the Youth Ministry room on the second floor. Toys, games, DVD'S and Books will be provided.
- † Before leaving, ensure the room is in good order – cleaner than when you arrived – and lights off.
- † Return the Childcare Folder to the REP desk upon dismissal.
- † **Absolutely No Cell Phone Use.** You should be engaging with the children at all times.

✠ Arrival Procedures for All REP Volunteers ✠

PARKING:

Catechists and volunteers can park anywhere they would like however, it should be noted that only appropriately marked cars should park in the handicapped spaces, as the police will ticket cars that do not have the proper Handicap sign or license plates.

ARRIVAL TIME AND SIGN IN:

It is required that all Catechists, Catechist Aides, Youth Aides, Office Helpers, Traffic Monitors, and Hall Monitors **arrive fifteen minutes** prior to their scheduled class time and that they **sign in**. This is for building security purposes so we know who is in the building at all times. Please do not ask someone else to sign in for you. **The building will open at 7:15am on Sundays and 4pm on Tuesdays and Wednesdays.**

✠ Catechist Guidelines ✠

CURRICULUM & TEXTBOOKS:

The approved text that we will be using for grades 1 through Confirmation I is Faith and Life by Ignatius Press; please see their website at www.faithandliferies.com. The Confirmation II class uses the Chosen program by Ascension Press. Catechists will be provided with:

- † **Teacher's Manual**
- † **Catechist Binder** which includes a curriculum guide, complete lesson plans, policies and forms.
- † The Teacher's Manual and Catechist Binder **must** be returned at the end of the year to be reused. Please do not write in them. As these are a significant financial investment, there will be a \$50 replacement charge to the catechist if they are not returned at the end of the year.
- † A music CD player, Bibles, and necessary art supplies will be provided in the classroom. **Please do not purchase items for REP out of your own resources, as we cannot guarantee reimbursement without prior approval.**
- † Students will take their textbooks and activity books home each week in order to do their reading assignment and homework and bring them back for class each week.

Catechists should adhere to topics covered in the curriculum guide for that class session, but are encouraged to develop their own class teaching style. **Confirmation II Catechists must use the DVD format.** Requests to deviate from the lesson plan in any grade should be presented to the director and implemented only with permission.

Any Catechist who desires to send correspondence home to the parents must first obtain approval from the REP office by submitting the correspondence for review by the Director.

LESSON PLANNING:

There is a lot of material in each lesson. Feel free to be flexible with the material in order to fit the time frame. It is better to cover less and have them understand more, than doing more and having them understand less.

AUDIO/VISUAL MATERIALS:

You have received a list of the available videos/DVDs and other audiovisual materials. Please use the Request Form that is in your Catechist's Binder when you wish to request an item for your class. Place the request in your catechist folder or give it to one of the REP Support Staff when you are leaving. The video will be placed in your catechist folder for the class and time that you requested. PLEASE NOTE: Sometimes it is beneficial to preview the video. If you wish to preview the material, follow the above procedure, but mark PREVIEW on the Request Form. This will allow you to take the material home the week before the class of intended use. These forms allow us to keep track of the available materials.

Most classrooms have a mounted TV/VCR and DVD players. Please return the videos immediately after class. The building has two DVD players on carts that can be moved if needed.

COPYING:

If Catechists need material copied for a class, it can be left in your catechist folder, or given directly to a REP Staff member. Feel free to email requests for copies to REP@stanthonyfrankfort.com no later than Thursday for Sunday sessions and Monday for Tuesday & Wednesday sessions. The copies will be placed in your Catechist folder for you. As we are usually very busy prior to class, please do not request copies on class days.

SUBSTITUTES:

If you are going to be absent, please speak with your Aide to see if they can fill in for you. If you have no success, the front office will try to find a replacement. **It is required that you call the REP Office with the date you will be absent and who the substitute will be, so we are informed as to who will be in the classroom and can adjust staffing accordingly.**

If an emergency arises, please call the REP office at (815) 469-6072 ext. 142.

LATE STUDENT ADDITIONS:

We have encouraged parents to register their children early, but there may be students who will need to be added to your class during the year due to various family reasons that may arise. The Diocese requests that we be flexible in allowing students to enroll, even after classes have started.

PRAYERS AND CATHOLIC FACTS:

We will begin class as a group with an opening prayer. Please listen for the intercom bell a couple minutes after class starts. You have been provided with prayers to teach your students at each pertinent grade level. Please end your class with one of these prayers. The curriculum guides also reinforce these prayers.

The parents, as the primary educators of their children's religious instruction, will be responsible for teaching the suggested prayers and grade appropriate Catholic facts. There will be prayer and facts review in class to see if prayers and facts have been memorized.

WEEKLY HOMEWORK/GOSPEL REFLECTIONS:

As part of the reinforcement of what is taught in the classroom, parents are expected to work with their children during the week on the weekly homework page and reading assignment. The homework packet should be downloaded and printed from the REP website prior to the start of the year. **Gospel Reflections are mandatory (not optional) and are not to be done in the classroom.** These should be completed as a family.

The Youth Aide or Catechist Aide will track Gospel Reflections and grade homework. Homework should be scored and tracked on the tracking sheet provided each class. Please indicate the percent correct or number correct over the number possible (examples: 100% or 10/10 or 7/10). Any quiz that receives a score of 50% or less should be redone and new grades submitted to the REP office upon completion.

SERVICE HOURS PROGRAM:

As Christians we are called by our Baptism to imitate Jesus' life of service to others. To achieve an active Faith, children are asked to perform service hours in the form of group service projects or acts of service for others.

Three (3) Service Hours are required for grades 1-6. Confirmation I students need to complete 5 Service Hours with 2 of them at the parish. Confirmation II students need to fulfill 7 hours and 4 of them at the parish. Ideas for types of "Service Hours" throughout the year are included in the SERVICE HOURS IDEAS HANDBOOK and also will be e-mailed as they become available. Students need to register for Service Hours offered at St. Anthony's due to space limitations. Confirmation requirements are listed in their entirety in the Confirmation Handbook.

ABUSED AND NEGLECTED CHILDREN:

Religious Education Program personnel are required to conform to the Abused and Neglected Child Reporting Act (P.A. 81-0007). All employees and volunteers in the REP Program are required to take the Protecting God's Children Workshop, as well as a required background check within sixty days of volunteering. Diocesan policies on Safe Environment are being provided to you.

CLASSROOM POLICIES:

Catechists are expected to teach in conformity with the teachings of the Catholic Church as presented in the General Catechetical Directory, in *Sharing the Light of Faith*, the National Catechetical Directory of the United States, the Catechism of the Catholic Church, and in accordance with the policies and guidelines for Religious Education Programs within the Diocese of Joliet and the Parish of St. Anthony, Frankfort.

STUDENT PROGRESS REPORTS:

Please refer to the student progress reports for the areas of accountability. These will be distributed to the parents twice a year. As you will see, the form covers Homework, Class Attendance, Mass Attendance, Progress in Faith Formation, Class Participation, and Respect and Reverence. ***Please note the importance of tracking homework, attendance and being aware of these 6 categories for these purposes. Please complete and return ASAP to ensure timely distribution.***

FORMS: to be found in your catechist binder under FORMS TAB

Copies of the following forms are included herein and may also be obtained in the REP Office:

- ✠ Room Damage Report
- ✠ Student Accident Report
- ✠ Student Incident Report
- ✠ Student Progress Report

POLICIES: to be found in your catechist binder under POLICIES TAB

- ✠ Diocesan Policies on Safe Environment.

Procedures for Classroom Volunteers

ASSEMBLY:

All Students (including volunteer's children) should wait in the designated space by grade until class begins.

- ✠ First and Second grade will line up in the atrium

- † Third and Fourth grade will line up in the east hallway
- † Fifth – Confirmation II will line up in the St. Elizabeth room

Catechists and Aides should wait with their students in the St. Elizabeth Ann Seton Room/Atrium and keep them quiet and well behaved until class start. At the designated time, move to your class using the stairwells listed on the schedule. The intercom will be used as a reminder to move to class.

CLASSROOM FILE:

Catechists or Aides should pick up their brown expandable *Classroom File* in the session bin marked for their session which will be on a table in the foyer. In it will be a homework answer key and 2 folders – a Catechist folder which will contain information from the REP office to you and an Office Folder which you should use to send anything back to the REP office. *These two folders are for all tracking sheets, communications, forms, and notes from us to you and you to us.*

The folder marked Catechist will contain notes, forms, and items for distribution. A Student Health Comments form will be stapled on the inside of the folder **please be sure to review**. This folder should be emptied and reviewed before class. Anything being sent back to us should be placed in the folder marked Office. This includes copies you need for your next class, your tracking sheets (attendance, homework, Gospel Reflections) and any notes we need. Both folders need to be placed back in your brown expandable classroom file and returned to the session bin located in the foyer.

Catechists – please look over all notes in your **Catechist folder before class starts**. Aside from e-mail, this is how we will communicate with you. **Some notes may be ACTION ITEMS FOR THAT DAY.**

Nothing else should be stored in your brown expandable files except your Catechist Folder, Office Folder and Answer Key.

FIRST DAY OF CLASS:

You will find the following items in your classroom to distribute to the students:

- † Faith and Life Textbook
- † Faith and Life Activity book
- † Blue Student Folders containing: Prayers and Facts Sheet, a blank Saint Report form, a Service Hour form, a Reflection form, a grade appropriate homework schedule, and a Family Handbook.

Please ensure each child receives a student folder along with their books.

FIRST FLOOR CLASSROOMS:

Please note that first floor classrooms also serve as pre-school rooms during the week. Please be sure that the REP students are respectful of the belongings of others and please leave the classroom as you found it. **Do Not permit students to play with the pre-school toys.**

IN THE HALLWAYS:

No child should be allowed to wander to class alone, or leave the building alone and unescorted. Hall Monitors should log students in/out of the classroom in the provided Hallway binder.

TEXT and ACTIVITY BOOKS:

These books are meant to go home each week with the student and be returned each week for class use. The students will have reading assignments to prepare for the next lesson and homework to reinforce the lesson just learned in class. This is also meant to be an experience that the parent can do together with the children at home.

Extra TEXTBOOKS - We have invested in a small amount of extra books in the event that a child forgets to bring their books to class. ***These are the property of St. Anthony's REP and are labeled***

as such. Only Aides can sign out books to be borrowed. We ask your assistance in diligently being sure you collect these books back from the children at the end of the class period and return them to the REP desk. Again, we don't want to have to repurchase extra textbooks as these are a significant investment/purchase. Thank you for your cooperation and understanding.

PRAYER and FACTS SHEETS:

Each student has been provided with a Prayer and Facts Sheet. At the end of class, please have the students recite a closing prayer to help them more easily memorize these prayers by repeated recitation.

ATTENDANCE:

Attendance Sheets should be filled out by the Catechist, Aide or Youth Aide and should be returned to your office folder.

Please only mark a "P" for present and an "A" for those absent.

The accuracy of these records is very important, as they are a formal record of attendance that is placed in the student's file. Do not use ✓'s or ✕'s.

Please be sure to **ALWAYS** ask if there are any students in your classroom doing a Make Up class. Write the **FULL NAME** of the students doing Make Up on your attendance sheet.

If a student has a serious illness with prolonged absence, the Office Staff will alert you to this fact and the procedure to follow will be discussed with you.

WEEKLY GOSPEL/HOMILY REFLECTION/MASS ATTENDANCE PROCEDURE:

Weekly Sunday (or Saturday evening) Mass attendance is a requirement of the program as is Class Attendance. When parents registered, they agreed to ensure that their child fulfills this weekly obligation.

During the REP year the children are asked to write on a 3x5 note card, or a provided form, one or two sentences on what they thought the Gospel or Homily was about. These reflections are due the following class. The reflections are required every Sunday and Holy Day whether class is in session or not. Please ensure your students write their first and last name and date of the mass on their reflection.

HOMEWORK:

Homework checking should be done by the YOUTH AIDE. If your class does not have one, then the CATECHIST AIDE should check the homework. Answer keys are provided in each Catechist's folder in each session's bin. The Aide should check the homework during the class time and record the child's score on the tracking sheet so that the Catechist will see how the child is grasping the material. Homework should be returned to the student once it is tracked. The office doesn't need to keep the completed homework. **REMINDER – Any homework with a score of 50% or less should be redone and a new grade submitted to the office on your homework tracking sheet.**

A student who misses class is expected to make up the work for the missed classes. The student and the student's parents share the responsibility for getting the missed work completed. Please see policies in the Family Handbook. If a student has a serious illness with prolonged absence, the Office Staff will alert you to this fact and the procedure to follow will be discussed with you.

SERVICE HOURS FORM:

Should be placed in your office folder and returned to the session bin located in the foyer. You do not need to track these and these forms do not get returned to the students.

SAINT REPORT FORM:

Should be placed in your office folder and returned to the session bin located in the foyer. You do not need to track these and these forms do not get returned to the students.

DISMISSAL:

Students should be dismissed at the time of the announcement over the intercom system ONLY. We ask your help **to please stay on time** as other children may need to enter the classrooms you are exiting in a timely way. Please escort your students out of the building – do not just dismiss them. Parents have been informed of the traffic patterns to be followed and of the dismissal procedure.

Parents have been instructed to **PARK their vehicle and WALK up** to pick up their child.
Students will line up outside the Padua Center with their catechist or other adult volunteers.

- 1st – 3rd Grade Students will exit out the center doors
- 4th – 5th will exit out the far east doors
- 6th – Confirmation II will exit out the far west doors

At least one adult catechist/aide or volunteer, and preferably TWO **must remain with the children until a parent has come to pick up all the children from the sidewalk.**

Hall monitors, extra volunteers, as well as Catechists and Aides should be working the dismissal process, monitoring the restroom, and ensuring everyone leaves the building immediately upon dismissal.

EARLY DISMISSAL:

When a student has to leave class early, the parents will sign the student out at the front desk and a REP staff member or volunteer will come to the classroom to escort the student to the front desk to meet their parent at that time. Please send all notes down to the REP Office at the start of class.

DO NOT dismiss any student without a hall monitor or other adult to escort the child.

DISCIPLINE PROCEDURE:

Students - whether they are inside or outside of the Padua Center - are expected to be courteous and respectful of others. Mischievous or rude behavior is not acceptable. The Hall Monitors will monitor behavior inside the hallways, and the Traffic Guards will monitor the behavior outside the building. Catechists and Aides will monitor classroom behavior.

Abiding by the Golden Rule should be a good model for the students to follow. Church property should also be respected. Any damage to desks, chairs, etc will need to be paid for by the parents of the student who damaged the property. Please go over these rules with your students during the first class period and periodically if needed.

It is expected that students in REP will behave in a manner consistent with showing respect for the Catechist, their classmates, and for the Lord. When a student's behavior does not reflect this, the Catechist is expected, in a Christian manner, to correct and remind the student of the acceptable behavior expected. If disruptive behavior continues, the student should be sent to the REP office and will meet with the Director.

WEAPONS:

Students should never bring anything to REP that could be viewed as a weapon, including toy weapons. The director, staff or volunteers shall immediately notify local law enforcements and/or state police if they make an observation of any person in possession of a firearm on school grounds. (105 ILCS 5/10-27.1A) Any weapon or look-a-alike weapon/item found on parish grounds should be confiscated and the REP Office notified immediately. A weapon can include but is not limited to a firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1), a knife (including

plastic, kitchen knives, etc.), brass knuckles, or other knuckle weapon regardless of its composition, a billy club, expandable baton, or any other object if used or attempted to be used to cause bodily harm. Depending on the nature of the weapon/item, the student may be suspended or expelled from program.

TOBACCO PRODUCTS/ELECTRONIC CIGARETTES:

No smoking, possessing, distributing, purchasing, or selling of tobacco materials or electronic cigarettes or smoking materials (e.g. matches, lighters, rolling papers, etc) is permitted by students on parish property or at any REP related activity. Students who are found to be carrying or participating in the use of tobacco products or electronic cigarettes should be brought immediately to the REP Office.

DRESS CODE:

We follow local School Districts #157-C and #161 dress code policies. Student appearance must not disrupt the educational process, interfere with the learning climate, or compromise reasonable standards of health, safety, and decency. Students are expected to dress in a neat and clean manner. Clothing that is suggestive or indecent is not allowed. Parents/guardians should make every effort to review their child's attire so that it is appropriate for a Religious Education Program and complies with this policy. No student should be wearing a hat in the building.

FOOD AND ELECTRONIC DEVICES:

No candy, gum, or other food is to be brought to class or to church events.

Electronic devices are discouraged. This includes cell phones, I-pods, handheld video games, and the like. Parents need to remind their child that if they bring their electronic devices they are responsible for keeping them turned off and put away during class and church events. If a student is found using their cell phone, etc., it will be held until class dismissal. If you have any issues with cell phone uses in your classroom please contact the REP office. St. Anthony's is not responsible for any lost or stolen items.

RESTROOM PRIVILEGES: (PLEASE NOTE CHANGE IN PROCEDURE)

Catechists should not allow more than one student to leave the room at a time. Hall Passes provided in each second floor classroom are required for a student to use the restroom. **If a child needs to go to the restroom, the Hall Monitor must SIGN OUT and SIGN IN the child in the Hallway binder.** Hall monitors have been instructed on this procedure. Encourage students to use the restroom prior to the start of class.

Please be mindful the length of time that he/she has been out of the classroom in order to prevent unnecessary absence from class. Occasionally, there will be a student who has a medical condition necessitating more frequent use of the restroom facilities. If this is the case, the parent has been instructed to share this information with us, and we will inform you of this necessity.

The first floor classrooms are equipped with restrooms, so the Catechist or Aide can monitor the use of these facilities.

IF A CHILD BECOMES ILL:

Minor injuries are to be cleaned and a band aid applied at the office. If a child tells you that they are ill, send him/her to the Office with a Hall Monitor, and the parents will be notified. If a student is seriously injured, please send an aide to the office immediately. The Padua Center is equipped with an AED in the atrium.

MEDICATION:

We NEVER administer medication to a child, including EPI pens.

SEVERE WEATHER CLOSINGS:

If there is a need to cancel a session due to weather, we will contact the Emergency Closing Center which lists closed schools and facilities via the internet.

EVENT CALENDARS:

Please see the class session and event calendars posted on our website. You will be notified of any additional events in a timely manner.

SACRAMENTAL MEETINGS:

Since the parents are the primary educators for religious education, parents must attend meetings about the preparation for a child's Sacrament. **It is also expected that ALL CATECHISTS OF SACRAMENTAL YEARS also attend these meetings and the liturgy for the Sacraments.**

PRIEST, DEACON, OR CHURCH VISIT:

If you'd like your class to have a visit by Father Smith, Father Sponder or a Deacon, wish to visit the chapel, main church, pray the Stations of the Cross, or other similar request, please contact the REP Director in ample time to coordinate this.



GUIDELINES FOR USE OF ROOMS:

The Parish established guidelines for classroom use to keep the Padua Center looking beautiful. If we work together to observe these simple, common sense guidelines, maintenance can be kept to a minimum.

- ✦ No tacks, nails, staples, or tape should be pressed into or on walls or doors in the classroom. Bulletin boards are provided for each classroom. If additional tacking strips are necessary, please contact the REP office.
- ✦ Grades 1-3 are in our pre-school class rooms. Please be respectful. **DO NOT** allow students to play with the pre-school toys.

CARE OF THE ROOM:

Before the end of class, students should help the Catechist put the room in proper order. Supplies should be placed in the closet, and all paper should be picked up off the floor and on the desks. Brooms are available in the second floor maintenance closet for you to sweep the floor if necessary. Desks or tables should be cleared of paper. Blackboards should be erased, if they were used. Any extra copies of notices or paper should be returned to the reception area. **The last person out of the room should always turn off the lights.** **Chairs in the pre-school rooms should be placed on top of the tables after the last class of the day.**

ART SUPPLIES:

Art supplies will be stored in plastic shoeboxes. These boxes should be stored in your classroom REP closet. Contact the REP Office if additional supplies are needed.

BIBLES:

All classrooms have been supplied with a set of classroom Bibles that are to remain in the classrooms, as students in each session will be using them.

PRAYER TABLES:

Each classroom will have a prayer table located in the room. Seasonal and liturgical items can be placed on the table to celebrate different Catholic events and seasons. **No open flames are allowed.** **Battery operated candles are available at the REP Desk if needed.**

BULLETIN BOARDS:

Bulletin Boards are provided in each second floor classroom. Feel free to post students' work and other appropriate materials if you desire.

CHAPEL:

- † The St. Clare Chapel is available on the second floor of the Padua Center. If you wish to visit the St. Clare Chapel, please notify the REP Office one week in advance, to avoid conflicts.
- † **Proper use of Chapel:** Students and Catechists should quietly enter the chapel, bow to the tabernacle, where the Real Presence of Jesus resides, and kneel reverently for a few moments.



General Overview of Grade Level Teachings



KINDERGARTEN

The Kindergarten Religious Education Program strives to teach our children through sharing of the basic elements. This is done in a classroom setting using a variety of teaching techniques. The children will discover that each person is special and that all life is a gift from God. The children will learn to pray, using both spontaneous and formal prayers like the Sign of the Cross. They will celebrate the liturgical seasons of the Church's calendar. The children will come to understand that Creation is a gift from God and we need to care for all Creation. They will learn that Jesus is much like us; he was born to Mary and grew up in a family and that we are members of God's family. They will learn that God tells us to love each other and that God will help us to be loving, fair and kind.

FIRST GRADE

Theme: Introduction to the Holy Trinity through presentations on God the Father, the life of Jesus, the Holy Spirit, God's plan of salvation and our part in that plan, especially in the Church. This theme acquaints children with Mary, angels, and the saints. Children learn basic prayers.

Aim: To introduce first-grade students to the Church's faith regarding the Triune God, the life of Jesus, the work of the Holy Spirit, and the life of prayer, with a special emphasis on growing to know, love, and serve God in faithfulness.

SECOND GRADE

Theme: Preparation for the first reception of the Sacraments of Penance and Holy Communion, with the law of God and salvation history as background. The lessons emphasize God's mercy and love. The curriculum covers Creation, the Covenant with Moses, the Ten Commandments, Redemption, forgiveness of sins, and the Mass.

Aim: To prepare second-grade students for the Sacraments of Penance and Holy Communion and to help them appreciate God's love for them shown in these two Sacraments. Students will learn how to receive the Sacrament of Penance and the Eucharist, the order of the Mass, and the basics of prayer.

THIRD GRADE

Theme: God's plan of salvation, from Creation to the Incarnation and Redemption, to the birth of the Church at Pentecost and our life in the Church. Special emphasis is placed on the importance of the Sacraments of Penance and the Eucharist, and the Mass.

Aim: To teach third-grade students that they belong to God's chosen people and that grace enables each child to be united with God and have an important role in God's family, the Church. Also, to encourage prayer, love for God's law, and frequent reception of the Sacraments.

FOURTH GRADE

Theme: God's plan to save his people from sin (salvation history), how we participate in that plan, and the many ways God helps us in our pilgrimage on earth to heaven through His Word, His law, and His Church.

Aim: To help fourth-grade students understand their purpose and goal in life, and to see God's plan in history and society to lead us all to heaven, our true eternal home.

FIFTH GRADE

Theme: A thorough study of the articles of the Creed as the basic elements of our Catholic Faith, with a special emphasis on careful understanding of definitions through the words of the Gospels, the prophets, and the prayers of the Church.

Aim: To help fifth-grade students acquire a solid knowledge of God and His Church through understanding the Creed we profess, and distinguishing the truths of our Faith from errors that lead away from the love of God.

SIXTH GRADE

Theme: An overview for a Christian life of love: the law of God, especially in the Ten Commandments, and the presence of Jesus in the Holy Mass. The interaction of the challenges of God's law and His gifts of grace that help us fulfill His law in preparation for the particular and general judgments.

Aim: To help sixth-grade students learn to love and deeply live the law as Christ did, to cherish the Mass as our greatest prayer to God, and especially to revere and adore Jesus in the Blessed Sacrament.

CONFIRMATION I

Theme: Grace as our link with God, His gift to us to bring us to Himself and His eternal life, with an emphasis on transmission of grace through the seven Sacraments and on God's loving gifts of revelation, of Himself through the prophets, the Incarnation, and the Church. The role of grace in developing the virtues.

Aim: To start the students on the path to Confirmation. To help the students treasure the Sacraments as indispensable to a full Christian life of love and truth. To understand how grace works, its relation to practicing the virtues, and to appreciate our gifts of reason and faith.

CONFIRMATION II

A comprehensive journey through the Catholic faith of the candidate and it shows them how the Sacraments, prayer, and discipleship are the keys to a happy life. The Chosen program speaks the language of today's youth and is designed to reach through the cultural confusion of relativism and materialism. It is a video based series but it also features, along with a student workbook, a parent's guide and a sponsor's guide. These guides are designed to draw parents and sponsors closer to the candidates and to the process of formation, which will both encourage and strengthen the teens on their journey.

