

2023-2024

Child Ministry Family Handbook

Sacred Heart/St. Matthew Catholic Parishes



MISSION STATEMENT

SACRED HEART / ST. MATTHEW PARISHES

*We, the members of Sacred Heart and St. Matthew Parishes,
are united by our common faith in the God who loves us,
in Christ Jesus who saves us,
and in the Holy Spirit who blesses us.*

*We are also one in our connection with the Church
of Southeastern Wisconsin,
the entire Roman Catholic Church,
and indeed, with all of God's people.*

*Our mission is to provide for the ongoing and continued presence and action
of the Catholic Church in the heart of Dodge County.
We strive to do this by making wise use of the resources,
gifts, and talents that God has given us.*

*As we journey together into the future,
We commit ourselves to affirm and support one another.
Our desire is to share ideas, plans, and visions for the future.*

*We also pledge not to be afraid to trust, to accept challenges,
or to take risks.*

IMPORTANT NUMBERS

SACRED HEART / ST. MATTHEW PARISHES

DIRECTOR OF RELIGIOUS EDUCATION:

Mrs. Jodi Murphy
920-485-0694 ext. 225
Jodimurphy.ym@sheart.org

DIRECTOR OF ADMINISTRATIVE SERVICES:

Jane Hechimovich
920-485-0694 ext. 222
jahsheart@sbcglobal.net

PASTOR:

Father Justin Lopina
920-485-0694 ext. 223
lopinaj@archmil.org

NOTE: **To report an absence **BEFORE** 6:00 pm, call 920-485-0694 ext. 225.

To report an absence or leave a message **DURING class time, call
920-485-0694 ext. 227.

CHILD MINISTRY PROGRAM

SACRED HEART / ST. MATTHEW PARISHES

Sacred Heart/St. Matthew Parishes welcome the opportunity to be involved in the faith formation of your child. This program is directed by Jodi Murphy, Director of Religious Education, and carried out through the volunteer efforts of parents and other adult parishioners. If you have questions or concerns call Jodi Murphy, DRE at 920-485-0694, ext. 225 or email jodimurphy.ym@sheart.org. Classes meet on Monday evenings from 6:15 to 7:30 pm.

Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators...it is particularly in the Christian family, enriched by the grace and office of the sacrament of matrimony, that children should be taught from their early years to have a knowledge of God according to their faith received in Baptism, to worship Him, and to love their neighbor. Here, too, they find their first experience of wholesome human society and of the Church. Finally, it is through the family that they are gradually led to a companionship with their fellowmen and with the people of God. Let parents, then, recognize the inestimable importance a truly Christian family has for the life and progress of God's own people. (Declaration on Christian Education, Vatican II, October, 1965)

The Religious Education Program expects the following of the family of every child:

1. The family will actively demonstrate their faith, especially in celebrating the liturgy (Mass) and through prayer. Charity and love among all family members should be practiced.
2. Parent interest in the Christian development of the child should be evident in their cooperative attitude toward the Religious Education Program. Students attendance at classes should be a priority, home assignments should be supervised, and the teacher and staff should be supported.
3. Every Catholic home should have a Bible. Students may have home assignments they sometimes need a Bible to complete. In addition, regular reading and reference to the Bible is encouraged in all homes.

Parents and teachers form the team responsible for the spiritual development of the child. Therefore, there should be meaningful contact between them. Parents are encouraged and welcomed to contact teachers or directors at any time to comment on or question the progress of their children. Mid-term and final progress reports will be sent home by mail for each student each school year.

ATTENDANCE POLICY

We are dedicated to providing a quality education program for the children of our parish. To be effective, consistent attendance is required of all students. Excessive absences not only affect the student, but can disrupt group projects, follow-up lessons, etc., affecting other students work and teacher plans. Accordingly, the following is our attendance policy:

1. An absence is defined as missing more than one-half of any class (or event held during regular class time) for any reason. We ask for and appreciate notification when a student will be unable to attend class. Please call 920-485-0694 ext. 225 to report an absence.
2. Students absent the equivalent of five classes will be asked to attend a make-up class at the end of the program. A sixth or seventh absence requires a second make-up class. Any student missing eight class periods/events, or who fails to attend the required make-up classes, may be asked to repeat the grade.
3. Sacrament preparation begins the year **before** the sacrament is actually received, and therefore requires two years of attendance. This means that students preparing for First Reconciliation and First Eucharist must attend both First and Second Grade classes. Homeschoolers may do the first year at home, but must attend in person the year the sacrament is received.
4. Also, any individual case may be selectively reviewed for appropriate action by the Directors, Pastor, and/or Christian Formation Committee in extreme circumstances.
5. Any student who needs to be picked up prior to class dismissal, must submit a written note from his/her parents to their teacher stating the time of dismissal and who they will be picked up by. This pick-up person must come into the building and stop at the workroom office stating their intention. We will not release students out of the building on their own without verifying who the adult pick-up person is.

Late students disrupt classes that have already begun. Although we ask that students arrive on time for class, we also ask that they not arrive more than ten minutes before class, as our catechists are busy preparing lessons and are not available to supervise. If a child arrives after class has begun, he/she needs to stop in the workroom (office) and let the adult there know they were late so that attendance files can be corrected.

RULES OF CONDUCT & BEHAVIOR CODE

Since our time with your children is limited each week, we need to use this time effectively. Therefore, disruptions in class cannot be tolerated. Disruptive behavior is unfair to the catechists volunteering their time and to the other students trying to learn. With this in mind, the following ***Rules of Conduct for Students*** have been developed:

1. Respect the feelings, body, and property of Sacred Heart employees, catechists, and fellow students at all times.

2. Participate in lessons through active listening, by following directions, and contribute appropriately or ask appropriate questions.
3. Request permission from the teacher at least one class period in advance before bringing any guests or items to class. (This means no food, drinks, candy, gum, toys, friends, etc. unless approved by the teacher)
4. Offensive language and fighting/violent behavior is **never** appropriate or tolerated.

In addition, each classroom or teacher may develop a set of rules that must be obeyed before, during, and after class time. Disruptive classes (groups of students) will be held after 7:30 pm to make up lost class time. Individual students who disrupt the class will be disciplined according to the following Behavior Code:

1. A first offense will result in a discussion with the teacher and student immediately after class. At the teacher's discretion, he/she may make a written note of the incident. If the offense requires the student to be removed from class, the director will also participate in the discussion of the incident with the student.
2. A second or more serious offense will result in the child being sent to the director. After a discussion between child and director, the parents will be notified of the offense. Parents are expected to discuss the offense with their child.
3. A third or severe offense will result in a written notification or call to parents, followed by a conference with the child, teacher, director and/or the pastor or Christian Formation Committee. Corrective actions or behaviors will be discussed at that time.

Continual disruptive behavior may result in a suspension from classes/activities. Disciplinary action by program staff shall never take the form of physical violence. **VIOLENCE BY STUDENTS OR STAFF IS NEVER ACCEPTABLE.**

EMERGENCY PROCEDURES

The safety of the children is a primary concern of the Religious Education Program. In the event of a medical emergency, the following policies apply:

1. Minor injuries will be treated on scene.
2. In the case of more serious injuries and illness, parents will be notified at once for their attendance to the matter.
3. If it is a life-threatening injury, the pastor and/or program director reserve the right to seek immediate appropriate aid. Parents will be notified as soon as possible.

Parents are expected to make the parish or director aware of any student's medical condition that require special attention or treatment.

RELEASE OF INFORMATION

Often Sacred Heart and St. Matthew uses pictures of the Religious Education students in the bulletin, newsletter, etc. We need your permission to use the pictures in these various medias. Attached to this handbook is a copy of the permission form for new families. Please fill this out and return.

If you filled out a permission form in past years, that form is still valid in our file for the current school year, unless you want to change your decision. In that case, fill out this permission form with the necessary changes and return.

REGIONAL RELIGION BEE

Sacred Heart and St. Matthew Parishes participate in the District's Annual Regional Religion Bee in May. Children in grades 3, 4, 5, and 6 will have the opportunity to participate in this event. Student participants are given a study guide booklet once a commitment form is turned in and a team for the parish is formed. Studying at home is strongly encouraged. Extra practices for the Bee may be scheduled after the team has been formed. As we drawn near to this event, please watch for participation information coming home with your child.

CLASSWORK AND HOME ASSIGNMENTS

This year we will be using student workbooks. Children learn their faith– including formation in doctrine, sacraments, commandments, and prayer– within the rhythms and seasons of the Liturgical Year, encouraging a growing participation in the life of the parish community. The weekly lessons inspire the children to seek out ways to practice their faith in their daily life.

Each student is given a folder at the beginning of the school year. This folder will always go home with your child at the end of each class and should be brought back to class each week. **Please check your child's folder each week.** This will be our primary way of communicating with you and on occasion there will be homework that needs to be done for the following week.

FINANCIAL RESPONSIBILITY

Each family is encouraged to generously support Sacred Heart/St. Matthew Parishes. Youth who wish to contribute to the parish on a weekly basis are encouraged to request their own envelopes.

In addition to your weekly financial support of Sacred Heart/St. Matthew Parishes, the following tuition schedule has been approved for the 2023-2024 school year:

1 child	\$110.00
2 children	\$160.00
3 or more children	\$200.00
Non-parishioner fee	\$110.00
Sacrament fee - 2nd gr.	\$40.00
Confirmation Retreat	\$60.00

Any family that is experiencing a hardship should contact the DRE Jodi Murphy, the Director of Administrative Services Jane Hechimovich, or Fr. Justin.

CURRICULUM

This school year we will be using these various student workbooks.

Grade K5 & 1	➡	<i>Finding God, 1st Grade</i> by Loyola Press
Grade 2	➡	<i>Renewed & Received</i> , by Ascension Press
Grade 3	➡	<i>We Believe, 3rd Grade</i> by Sadlier Religion
Grade 4	➡	<i>We Believe, 4th Grade</i> by Sadlier Religion
Grade 5	➡	<i>GPS – God’s Plan in Scripture</i> by Ascension Press

PRAYERS

All students will be learning traditional Catholic prayers as part of their classwork. Parents and family are asked to practice these prayers regularly to help children with their meaning and understanding. Below is a list of grade levels and the prayers focused on in that year. Students are expected to be familiar with all the prayers of the lower grade levels. Testing of these prayers occurs twice each school year. The first testing is done in January and the second testing is done in April.

Grade K5	➡	Sign of the Cross and Glory be to the Father
Grade 1	➡	Lord’s Prayer and Hail Mary
Grade 2	➡	Act of Contrition
Grade 3	➡	Apostles’ Creed
Grade 4	➡	Ten Commandments
Grade 5	➡	Hail Holy Queen

All of these prayers can be found at the end of this handbook for your family’s reference.

PROCEDURES FOR COVID-19

The following protocol is subject to change without advanced notification.

- ◆ Face masks are optional in all environments, with charity toward students/catechists/staff who prefer to wear a face covering. Please be advised that the Parish may require face masks if there is a significant increase in COVID-positive cases within our building.
- ◆ Social distancing is still encouraged but students will no longer be required to remain six feet apart.
- ◆ Food is not allowed to be brought in by students. There will be times when the DRE may offer/ provide a celebratory treat, which in that case, items consumed will be individually wrapped.
- ◆ We will function at full-capacity.

Grade Level Prayers

The colored arrows next to the prayers indicates the expected prayers to be known for each grade level.

5th
4th
3rd
2nd
1st
K5

THE SIGN OF THE CROSS

In the name of the Father, and of the Son,
and of the Holy Spirit. Amen.

GLORY BE TO THE FATHER

Glory Be to the Father, and to the Son, and to the Holy Spirit. As it was in the
beginning, is now, and ever shall be, world without end. Amen.

LORD'S PRAYER

Our Father, who art in heaven, hallowed be thy Name; thy kingdom come;
thy will be done, on earth as it is in heaven. Give us this day our daily bread;
and forgive us our trespasses as we forgive those who trespass against us;
and lead us not into temptation but deliver us from evil. Amen.

HAIL MARY

Hail Mary, full of grace, the Lord is with thee; blessed art thou among
women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of
God, pray for us sinners, now and at the hour of our death. Amen.

ACT OF CONTRITION

My God,
I am sorry for my sins with all my heart. In choosing to do wrong, and failing
to do good, I have sinned against You whom I should love above all things. I
firmly intend, with Your help, to do penance, to sin no more, and to avoid
whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In
His Name, my God, have mercy. Amen.

K5
1st
2nd
3rd
4th
5th

APOSTLES' CREED

I believe in God, the Father almighty, creator of heaven and earth. And in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day, He rose again from the dead. He ascended into heaven, sits at the right hand of God the Father almighty. He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

THE TEN COMMANDMENTS

1. I, the Lord, am your God. You shall not have other gods besides me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Sabbath.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet anything that belongs to your neighbor.

HAIL HOLY QUEEN

Hail, Holy Queen, Mother of Mercy, our life, our sweetness, and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, thine eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary! Pray for us, O holy Mother of God. That we may be made worthy of the promises of Christ. Amen.



Inclement Weather Policy

Inclement weather may force Sacred Heart Parish to cancel services and programs.

During the week, cancelations will occur if the Horicon School District has a late start, early release or closing due to weather conditions. The Horicon School District will announce this information on local radio and TV channels.

- ♦ **If school is canceled**, all programs and services will be canceled the entire day.
- ♦ **If a late start is announced**, the morning programs and services will be canceled.
- ♦ **If an early release is announced**, all afternoon and evening programs or services will be canceled.

If inclement weather should cause cancellations of church services on weekends, Sacred Heart Parish will put these announcements on the WBEV AM 1430 and WXRO FM 95.3 radio station.

Please note: cancelation may not occur until within the hour prior to the service.

Updated Family Information

This form needs to be filled out only if you have changes to report that are new.

Family Name: _____

Address: _____

Phone number/s: _____

Email: _____

Health Information we need to know (specify child): _____

Learning problems we need to be aware of (specify child): _____

Anything else: _____

Parent or Guardian's Name: _____