

A SHARED MISSION

We, the Christian Formation Committee of Sacred Heart Parish are a servant people on a faith journey committed to providing the best possible education/formation program for all parish members. With the Spirit to guide us, we strive to learn and meet the needs of the parish community as we create opportunities to reflect on God's presence in our everyday lives and human experiences, to examine and understand our traditions, and to grow in faith together.

As a parent, you are called to active ownership of your family's faith development. You are always welcome and invited to give your input at our Christian Formation Committee meetings (times and places are printed in the bulletin). If you are interested in attending a meeting or in becoming an active member of this committee, please call the parish office (485-0694) to determine the next meeting date and place.

DEVELOPMENT OF FAITH

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 the faith received in Baptism, to worship Him, and to love their neighbor. Here, too, they find their first experience of a 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. Reports will be sent out twice during the year.

ATTENDANCE

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:

An absence is defined as missing more than one-half of any class (or event held during regular the class time) for any reason. **We ask for and appreciate notification when a student will be unable to attend class. Please call 485-0694 ext. 224 to report an absence.**

This year we will not be enforcing the policy of "students absent the equivalent of 4 classes will be asked to attend a make-up class at the end of the program. A 5th or 6th absence requires a second make-up class. Any student missing 7 class periods/events, or who fails to attend the required make-up classes, may be asked to repeat the grade." *Instead we are asking students to attend the Sunday check-in classes held twice each month.*

Sacrament preparation begins the year *before* the sacrament is actually received, and therefore requires 2 years of attendance. This means that students preparing for First Reconciliation and First Eucharist must attend both First and Second Grade classes. (Likewise, a Confirmation candidate must attend in both the Tenth and Eleventh Grade.) Homeschoolers make do the first year at home, but must attend in person the year the sacrament is received.

Also, any individual case may be selectively reviewed for appropriate action by the Directors, Pastor, and/or Christian Formation Committee in extreme circumstances.

Late students disrupt classes that have already begun. And although we ask that students arrive on time for class, we also ask that they not arrive more than 10 minutes before class, as our catechists are busy preparing lessons and are not available to supervise. If a child arrives after class has begun, she/he needs to stop in the workroom and let the adult there know they were late so that attendance files can be corrected.

NEW PROCEDURES FOR COVID-19

We want to keep our students as safe as possible during this time of Covid-19, so we are asking the following. Upon entering the building (door leading to the Faith Wing only) each person will wear a mask. If someone forgets or doesn't have one, we will provide one. The student will go directly to his/her classroom. Once in the classroom, h/she will use the hand sanitizer provided and proceed to assigned seat. Social distancing spacing rules will be implemented. The students should stay in their assigned seat at all times unless permission has been given to move. No food of any kind (not even wrapped) will be allowed till further notice. The water fountain is off limits right now, so students will have to provide their own water to drink. Only open stalls may be used in the bathroom. (The rest are blocked off with yellow caution tape). Classes will be dismissed by grade at the end of the evening in front of the Faith Wing door, so please wait outside in your vehicle till your child appears. All of these rules are open to change depending on Covid-19 standards.

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

If you filled out a permission form in past years, that form is still valid in on our file for the current school year, unless you want to change your mind. Then please request a new form from the director to update our files.

REGIONAL RELIGION BEE

Sacred Heart and St. Matthew participates 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 as soon as she/he lets the director know she/he is committed to being a team member for the parish. **Studying at home is strongly encouraged.** Extra practices for the bee may be scheduled after the team has been formed.

CLASSWORK and HOME ASSIGNMENTS

This year we are using a new Religion program called Pflaum Gospel Weeklies. Each week your child/ren will be receiving a flyer in which she/he will be learning about the Sunday's Gospel. The students will be bringing these flyers home to share with you. **Please check your child's folder each week!** Sending information home in this manner is our primary way of communicating with you.

SCOPE AND SEQUENCE

Each lesson in the Pflaum Gospel Weeklies Faith Formation Program flows from the words of Jesus Christ in the Sunday Gospel. 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 program consists of a Catechism handbook—*What the Church Believes and Teaches*- for each child, plus 32 Gospel-based lessons. The handbook leads children to understand the basics of the Catholic faith. The weekly lessons inspire them to seek out ways to practice their faith in their daily life.

Grade 1 --Promise

Grade 3 --Good News

Grade 4 --Ventures

Grade 5 --Ventures

For grade 2, we use *We Believe*(published by Sadlier)

Grade 2: Jesus Shares God's Life---Review the Sacrament of Baptism. Preparation for First Reconciliation and Communion. Explanation of the parts of the Mass and what they mean.

You might want to visit their websites-- www.pflaumweeklies.com or www.webelieveweb.com and see what they have to offer for families.

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 the children with the meaning and understanding. Below is a list of grade levels and the prayer(s) focused on in that year. Students are expected to be familiar with all the prayers of the lower grade levels.

Kindergarten - Sign of the Cross, Glory be to the Father

Grade 1 - Lord's Prayer, Hail Mary

Grade 2 - Mass Prayers, Act of Contrition

Grade 3 - Apostles' Creed

Grade 4 - 10 Commandments

Grade 5 - Hail Holy Queen

(All of these prayers can be found at the end of this handbook for your family's reference)

PRAYERS

The Sign of the Cross

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



Glory to the Father

Glory to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and will be forever. Amen.

Hail Mary

Hail Mary, full of grace! The Lord is with you. Blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. 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.

Mass Prayers

Penitential Rite

I confess to Almighty God and to you, my brothers and sisters, that I have **greatly** sinned, in my thoughts and in my words, in what I have done, and in what I have failed to do, **through my fault, through my fault, through my most grievous fault: therefore** I ask Blessed Mary, ever-Virgin, all the Angels and Saints, and you, my brothers and sisters, to pray for me to the Lord our God. Amen.

Glory to God

Glory to God in the highest, **and on earth peace to people of good will. We praise you, we bless you, we adore you, we glorify you, we give you thanks for your great glory, Lord God, heavenly King, O God, almighty Father, Lord Jesus Christ, Only Begotten Son, Lord God, Lamb of God, Son of the Father,** you take away the sins of the world; have mercy on us; **you take away the sins of the world, receive our prayer:** you are seated at the right hand of the Father: **have mercy on us.** For you alone are the Holy One, you alone are the Lord, you alone are the Most High, Jesus Christ, with the Holy Spirit, in the glory of God the Father. Amen.

Sanctus

Holy, Holy, Holy Lord God of hosts. Heaven and earth are full of your glory. Hosanna in the highest. Blessed is he who comes in the name of the Lord. Hosanna in the highest.

Mass Prayer at Communion

Lord, I am not worthy **that you should enter under my roof,** but only say the word and **my soul** shall be healed.

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.

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,
and is seated at the right hand
of **God** the Father **almighty;**
from there he will come 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 the 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,
your eyes of mercy toward us,
and after this exile
show unto us the blessed fruit of thy womb,
Jesus.
O clement, O loving, O sweet Virgin Mary.



Important Numbers

Director of Religious Ed: Ms. Margaret Sadoski 920-485-0694 ext 224
email: dresheart@sbcglobal.net

Youth Minister: Mrs. Jodi Murphy 920-485-0694 ext 225
email: ymsacredheart@archmil.org

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

Director of Administrative Services: Jane Hechimovich 920-485-0694 ext 222
(billing questions) email: jahsheart@sbcglobal.net

Class Time: Mondays 6:15-7:30PM

****To report an absence BEFORE 6:00PM, please call 920-485-0694 ext 224

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

******UPDATE_____FAMILY INFO******

Address: _____

Phone number: _____

Email: _____

Health Information we need to know: (specify child)

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

Parent or Guardians' Name: _____

Photo Permission: See Ms. Sadoski for a new form

Anything else: