

Other Guidelines

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

Discipline Process

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

Health

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

Parent and Staff Communication

- We are committed to the role the family plays in being the primary catechists of their children. We are committed to working together with you are partners in the formation of your family's faith. We welcome your suggestions, concerns, questions and you sharing with us your needs as families.
- Primary communication regarding events and information will be communicated through letters sent home with the children and via the parish bulletin.

- Coordinator and Catechists are available by telephone.

Visits to classes are welcome
and encouraged.

SACRED HEART—ST. JOSEPH Religious Education Handbook 2016-2017

www.shsjcc.org

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

2016-2017 Special Dates:

Sept 11: 8:30 am—Enrollment for students who are new to the parish

9:00 am—Parent meeting

9:15 am—**First day of classes begin**

11:30 am—First Reconciliation/First Communion meeting for parents at 11:30 at SHC

Nov 6: 11:30 am—First Reconciliation 11:30 am at SHC

Nov 27: Thanksgiving weekend—No class

Dec 4: Virtus Touching Safety Class

Dec 18: Christmas gathering/program

Dec 25: Christmas Vacation—No class

Jan 1: Christmas Vacation—No class

Feb: Confirmation—date to be determined

Mar 19: Spring Break—No class

Apr 16: Easter Sunday—No class

Apr 23: Last day of class

May 6: 10:00 am—First Communion practice at SHC

May 7: 10:30 am—First Communion at SHC

Holy Family School 1725 NE Seward
Rectory: 333 NE Freeman Topeka, KS 66616
School 234-8980 Rectory 234-3338



Pastor: Father	Tim Haberkorn	785-232-2863
Directors:	Paul Allen	785-221-2749
	Donna White	785-221-8861

Religious Education Volunteer Staff:

PK & K:	Beth McMillen <i>bacmcmillen@comcast.net</i>	703-786-0152
Grade 1:	Cheryl Jones <i>cheryl.420.jones@gmail.com</i>	785-506-5900
Grade 2:	Maggie Carey <i>maggie.carey1@gmail.com</i>	785-393-9881
Grade 3:	Eleanor Bruch <i>ebruch1@att.net</i>	785-640-5446
Grade 4:	Joseph/Tammy Katsbulus <i>tammyk2@cox.net</i>	785-217-8029
Grade 5:	Paul Allen <i>paul@allenins.kscoxmail.com</i>	785-221-2749
Grade 7 & 8:	Donna White <i>donna@shsjcc.org</i>	785-221-8861

All church employees and volunteers over the age of 18 who work with children under the age of 19 are required to complete the Archdiocesan Sexual Abuse Policy Regulations.

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

The "Touching Safety" instruction class will be held on 12/4/16. You can get information by requesting a copy of the program overview and grade level subjects from the teacher or you can go to archkck.org or virtus.org if you would like to opt your child out of this class. Please return the opt-out form by 11/20/16.

Arrival Process

- Arrival time is between 9:00 am and 9:15 am except for those involved as teachers or special activity volunteers.
- Children are to enter through the church to the basement and quietly proceed to the tables with their classes. Promptly at 9:15 am the teacher will walk their students over to the school to the assigned classrooms.
- Children Preschool through 2nd grade are to be escorted into the church by an adult or older sibling.
- When children have entered the school, they may not leave the premises without parental consent and authorization from staff.

Dismissal Process

- All children are to exit the school building through the Freeman Street doors of the school.
- Children in Preschool through 2nd grade need to be picked up from their classrooms by a PARENT or OLDER SIBLING. If you plan on having someone else pick up your child, please provide a note.
- Children should be picked up at the school promptly at 10:15 am.

Attendance Expectations

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

- Teachers and parents will work together to keep the religious education experience meaningful, positive and fun for all students.
- Teachers will keep attendance records. After 5 unexcused absences, the student and parents/guardians must meet with Father Tim before the student may return to class.

Cancellation of Classes

Cancellation of classes due to hazardous weather conditions will be called in to the local television station by the coordinator as early as possible. They will also be listed on our website at www.shsjcc.org. Please use your own judgement as to the road and weather conditions in your own respective areas.

