

St. Joan *of* **Arc**

The members of St. Joan of Arc Parish are disciples of Jesus Christ, who recognize God's love for the world and are empowered by the Holy Spirit to proclaim the Gospel to all people through joyful worship, life-long education, compassionate service, responsible stewardship, and active community living. We understand that God has chosen us to be faith filled in everything we do, to be joyful and charitable and to show kindness to others.

OFFICE: St. Joan of Arc School - 2nd Floor - Rooms 15 & 16

ADDRESS: 22415 Overlake Drive
St. Clair Shores, MI 48080

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FAX: (586) 775-8374

Website: www.sjascs.org

Email: repoffice@sjascs.org

PASTOR: Msgr. G. MICHAEL BUGARIN

STAFF:

DIRECTOR OF RELIGIOUS EDUCATION

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RELIGIOUS EDUCATION SECRETARY

Rachel Gerard: rgerard@sjascs.org

SECTION HEADS:

Judy Rempel: jrempel@sjascs.org

EXCEPTIONAL CHILDREN

Mary Cal: mcal@sjascs.org

Mass Schedule:

Daily: Monday—Friday 7:00 & 8:30am & Sat 8:30am

Weekend: Saturday 4:00 & 6:00pm

Sun. 8:00, 10:00, 12:00

Celebration of Reconciliation:

Saturday 11:00am and by appointment

On Behalf of our entire staff welcome to St. Joan of Arc Religious Education. We are blessed you have chosen our staff to assist you in living out your faith. Our philosophy is built on our Catholic tradition and teachings as our various processes strive to live out our parish mission. We understand that God has chosen us to be faith filled in everything we do, to be joyful and charitable and to show kindness to others. It is our goal to assist in and promote your family's active participation in our faith community, to walk with the children and families, in their spiritual, intellectual, and social growth. We strive to support and provide assistance to the parents; the primary example and witness in your children's faith journey. We pray that every child will experience the love of Jesus Christ through those involved as we foster respect for one another. This handbook contains information that will help us work together to maintain an environment of respect and love that will help us all encounter, grow and witness to our faith.

Active Steward Service Policy

A program will be successful and strong, based on the support it receives from its community. Our Parish community will be strengthened only by your family's involvement. As Catholics we are called by our Baptism and Eucharist to be in communion with one another.

Each family in our program is asked to be full participants in our parish and in our catechetical program. We realize that some of our Religious Education families worship at nearby parishes and we are thankful for your participation. We ask that you remain mindful that SJA parish and formation journey needs your support as well. Service opportunities are available year-round. If your family is in need of ideas, please see back cover or call the Religious Education office or the Parish Office.

Religious Education Class Sessions

Keeping with the Archdiocesan policy for grades, 1 – 8, and in an effort to provide your family with the best opportunities for spiritual growth, we offer two weekly class sessions on Monday nights. Throughout the year, we will offer Liturgies, prayer services, family enrichment opportunities to help bring the families together to further enrich your faith journey. These are opportunities in which all family members are encouraged and invited to attend.

Parental Role

Recognizing that parents and families are the first example in the faith formation journey, St. Joan of Arc is committed to providing the families with support, resources and opportunities for spiritual growth and enrichment.

As we join as companions on this faith journey, there are expectations that need to be shared. Here are some of our basic expectations and we invite you to share your family's expectation with the Director as well so that a mutual understanding can be achieved.

We ask and encourage you to:

- † Attend Mass each weekend.
- † Be Active Stewards in the parish.
- † Participate in parent meetings, prayer services and classroom activities.
- † Be attentive to the policies and expectations in this handbook.
- † Reinforce, at home, what your child (ren) is learning in class.

Catechetical Staff

In keeping with the Archdiocese of Detroit guidelines, our catechists are certified or working toward certification and enrichment. The Archdiocese Certification process is a nationally recognized level of formation. Certification classes are offered year-round through our vicariate and diocese. St. Joan of Arc Parish pays for all certification and enrichment classes for those seeking certification. All Catechists receive a tuition waiver for their children if needed.

Catechists, classroom and office aides are all volunteers that offer their time and talent to ensure that our program runs efficiently and effectively. All aides receive a tuition waiver if needed however aides are responsible for payment of their children's books. It is our policy to ensure that all catechetical staff and volunteers follow the Archdiocese' guidelines for Protecting God's Children and Safe Environment.

Procedures \ Policies

1. ABSENCE: For your child's safety, we need to be notified of every absence. Please phone in each time a child is absent. (586) 772-1282

2. CLASSTIME: Students should arrive on time. Attendance bells ring promptly for Session One at 4:15 PM and Session Two at 6:15 PM. Parents are to remain with children in hallway till teacher arrives. (Please have children use bathroom at home before arriving for class).

3. GENERAL CLASSROOM RULES: Class time is limited; emphasis is on providing an opportunity for your child(ren) to experience a safe and sacred atmosphere. For time and safety, students are asked not to bring drinks, food, gum, candy, etc., to class (if there is a medical necessity, please let us know). Toys and any articles not pertaining to class are to be left at home. Adult visitors are asked to check into the Religious Education Office.

4. DRESS CODE: Students should be school \ church appropriate. Clothing should be modest in nature. When in doubt...don't. Clothing should not have any inappropriate pictures or messages. Hats should be removed on entering the building.

5. MEDICAL: Please dispense all medications prior to class. We do not dispense medications. Children are not allowed to take medicines during class time (including "over-the-counter" medications.) If someone becomes ill, parents will be contacted. Should there be no response, we will call the emergency number you have given us.

6. DISMISSAL & PARKING: When dropping off or picking up, please park car and do not block lanes. Traffic in lane closest to school now flows in the opposite direction. In this lane only, you must enter by Overlake & exit by St. Joan Street. All other lanes remain the same. Please follow directives for parking and collecting children from classrooms Note: In first grade, designated adult must pick up child in classroom.

NO PARKING IS ALLOWED ON SIDEWALKS OR BLOCKING ENTRANCES Street parking available only where posted. Students are only to use designated exits to enter or exit buildings. Main school entrance will not be open for entry.

7. WEATHER EMERGENCIES: If SJA School is closed, we are closed. When in doubt please call the religious education office. If there is a building problem not related to weather every attempt will be made to inform you of the closing. Please note that if we have not closed but you find the conditions to be hazardous, please simply call us to let us know you will not be attempting to come in.

NOTE: When visiting REP office during St. Joan of Arc school hours, enter by main school door and check in at school office.

Code of Conduct

It is our expectation that your children will always conduct themselves in a Christian manner. This would include, but is not limited to, showing respect for themselves and those around them, being cooperative with adults and fellow students. We would expect that all should attend class prepared to actively participate in activities and discussions and if unable to do so, they should be able to sit quietly and attentively listen to others.

The St. Joan of Arc faith formation process is a community that gathers together to celebrate and learn about our God and our religion. It is vital to the community that students attend class to further enhance that sense of community and to advance our vision of encounter, grow and witness our faith to those around us.

At no time will the use of bad or destructive language be tolerated. In keeping with the school districts' policies, tobacco, alcohol and all other drugs will not be tolerated, and we uphold a zero-tolerance policy on the above as well as weapons or threats of any kind.

There is a zero-tolerance policy for sexual misconduct. Any incident of inappropriate words or actions of a sexual nature will result in the immediate notification of the proper authorities. The complaint will then be handled according to the Archdiocese of Detroit Policy and the civil law.

Cell phones, electronics, games or toys of any kind are to be left at home. For the safety of students that may have allergies, food or drink are not allowed in the classroom. At no time is it appropriate to touch the materials that are in any of the student or teacher desks.

DISCIPLINE POLICY

All students in the Religious Education Process at St. Joan of Arc are expected to:

- 1) Speak and act respectfully
- 2) Respect school and classroom property
- 3) Follow classroom rules

When a student does not comply with the above:

1st Incident: He/She will be reminded of the rule/policy

2nd Incident: Student will be sent to Rel. Ed. Office and parents contacted

3rd Incident: "Violation of Rules" notices will be sent home NOTE: "Violation of Rules" notice, with parent signature(s), MUST be returned to the Religious Education Office before the student will be allowed to return to class.

4th Incident: Student will be removed from class and REP, until a Parent/Staff Conference determines future arrangements.

ATTENDANCE POLICY

As a safeguard, no child should be dropped off any earlier than five (5) minutes prior to their class time. Also, no child should enter a classroom without an adult present. We ask that children in grades 1 be dropped off and picked up at the classroom door. Students in 2nd and 3rd grades should be dropped off and picked up at the door of the school. Please do not allow these little ones to walk in the parking lot unattended. We ask that prompt pick up after class also be observed.

If your child \ family will not be in class, please leave notice via phone or email. It is our hope to call home to ensure the child is safe if their absence has not been reported.

If your child needs to report to class late, we ask that you do so by reporting to the Religious Education Office. If your child needs to leave early, we ask that you write a note to be given to the catechist and we will have your child sent down to meet you in the office. No one should be going to classrooms to remove a student; our aides will handle that for you. All early dismissals must be signed out in the office.

We understand that school activities and sports can conflict at times with our Monday night classes. What we ask is that respect be given to activities that may run together. Please show that both are important by leaving one activity early to get to another activity late. If games or performances are only on Mondays, then we ask that every other Monday is missed after communicating with the office. We want to work with your family to ensure that our faith experiences and learning is weaved into our lives and daily responsibilities. Thank you in advanced for working together.

When the above recommendation cannot be followed, and multiple absences/tardiness/and early dismissals accumulate, the child(ren) may enroll at St. Joan's for the same grade level the following year. Celebration of a sacrament will be delayed for at least a year. Any deviation from this policy requires special approval and arrangement with the Religious Education Office. Two years of religious education is expected before preparation for a sacrament.

If a total of four (4) classes are missed due to non-medical reasons, the child may not be allowed in class until a parent conference is set up to determine future arrangements. Extra work to complete the year is required after five (5) absences.

NOTE: to help ensure students safety, we ask that EVERY ABSENCE be called into the office or emailed in advance. TO THE RELIGIOUS EDUCATION OFFICE (586) 772-1282.

HOME STUDY

Home Study under special circumstances a guided Home Study may be done for a grade level (excluding grades 2nd and 8th). Arrangements with the Religious Education Office must be completed early in the year.

Home Study:

1. Requires an initial assessment interview and signed agreement.
2. A mid-year & end of year meeting will assess student's written work and administer tests.
3. Is allowed only for "non-sacramental" years.

CELL PHONES – Cell phones are to remain in pocket or **bag** and be turned off during class time. If cell phones or other electronic devices are being used during class, they will be confiscated and parents must collect from Pastor.

EARLY DISMISSAL POLICY

To ensure the safety of R.E.P. children during Religion Class time on Mondays, if an early dismissal is deemed necessary, we ask:

1. Parent sends a note (with time and reason stated)
 - a. Child shows note to Catechist
 - b. Child then takes note to R.E.P. Office (Rm. 16 in Main Bldg.)
2. Parent **MUST COME** to R.E.P. Office and sign child out

Absolutely NO child (ren) will be dismissed from the classroom in case of early dismissal. Parents **MUST** meet child (ren) in REP Office (Rm. 16, Second Floor).

IF STUDENTS ARE NOT PICKED UP PROMPTLY AT DISMISSAL TIME. . .

AFTER 10 MINUTES, THEY ARE SENT TO THE REP OFFICE IN ROOM 16. PARENTS MUST PICK THEM UP IN OFFICE. FOR SAFETY REASONS THEY MAY NOT REMAIN OUTSIDE WAITING FOR PARENTS.

Emergency / Safety Procedures

Fire and Tornado Drills

We will conduct two fire drills early in the year as well as one tornado drill. The Archdiocese requires only one fire drill and that we discuss procedures for tornado drills. If there is a tornado warning (a tornado is approaching) all students will be directed to the designated and practiced areas. If there is a tornado watch (forecast of possibility of tornado) an aide will be listening to the radio and catechists will be quietly alerted.

Each classroom is equipped with a phone so that if an emergency were to occur during class the office can be notified immediately. There are also hall monitors available to assist when needed.

Shelter in Place

We will conduct shelter in place drills during the year and catechists will be trained for proper management of such situations.

Building Safety

Once classes have begun, the school entrance doors will be locked. There is a hall monitor that walks the halls during class times. He/she will be watching the doors for those parents etc. that need to come in to the building. This is done for your child's safety. The lock down procedures are taken from the Macomb Emergency manager in assistance with the St. Clair Shores Police Department. We will conduct on-site safety visits on a regular basis to ensure we are offering the safest situations possible.

PROTECTING GOD'S CHILDREN

SJA values the safety of our students, staff, and volunteers. Everyone is entitled to be in a safe environment. This means an environment which is free from: drugs, alcohol, or hazardous substances, and free from discriminatory practices, violence/aggression and all forms of harassment. The REP Office will investigate all complaints of danger or harassment and take appropriate action. Students may risk dismissal.

Our philosophy is for all to:

"EXPECT RESPECT AS CHILDREN OF GOD"

- * Make positive choices * A Positive Choice Never includes mean or hurtful
 - * Looks * Gestures * Words * Actions.

A Positive Choice Never includes Aggression Towards a Person's:

- * Body * Feelings * Friendships * Reputation * Property

"RESPECT AND DIGNITY FOR ALL"

Breaches of this philosophy would include horseplay, disrespectful glances/stares towards others, teasing, name calling, rumors, gossiping, mean or rude gestures, physical contact which would include pushing, shoving, pinching, tripping, fighting, spitting, or similar actions intended to intimidate, harass, or injure others.

Any incidents will activate our discipline policy.

PARISH RELIGIOUS EDUCATION SCOPE AND SEQUENCE

GRADE 1 - Lessons introduces the student to God, Jesus, Mary, and the Church, and student learns of God's many gifts.

GRADE 2 - Each child learns about the presence of Jesus in the Eucharist and the importance of the Mass. Students prepare for their First Reconciliation/First Eucharist.

GRADE 3 - Students become more aware of their membership in the Catholic Church.

GRADE 4 - Focus is the formation of Christian conscience and growth in moral awareness based on the Beatitudes and the Ten Commandments.

GRADE 5 – We meet Jesus in the Sacraments. The young people learn to understand how God shares life and grace with us in the Sacraments of Initiation, Healing, and Service.

GRADES 6 – We are God's People. The Bible is studied with special emphasis on the Old Testament, and Jesus as the complete revelation of God in the New Testament references to Jesus.

GRADE 7 – We live our Faith as Disciples of Jesus. Focus this year is on Jesus' life, teachings and sacraments. Each person is called to become a disciple of Jesus.

GRADE 8 – In preparation for the reception of the sacrament of Confirmation, each candidate discovers the meaning of the Holy Spirit and Faith in his/her life and the importance of Services.

EXCEPTIONAL CHILDREN - Student is guided to love Jesus according to his/her ability and Sacrament preparation is done individually according to needs.

VACATION BIBLE SCHOOL - Children have an opportunity, through fun activities and workshops, to learn more about God and the Bible. This VBS week occurs during the latter part of June.

A PARTNERSHIP

What's happening in most of the households of our parish can contribute tremendously to the formation of the children who live there. If parents and children express their love and affection for each other with notes, hugs, and other signs of kindness: religious formation is occurring. If family members care for each other when sick, notice when someone is lonely, affirm each other for jobs well done, and pay attention to the poor of the world: religious formation is being done. If a household is caring for the environment and recycles wherever and whatever they can: faith formation is being carried out. If a household pauses each week to decide on a contribution to the parish or the poor together: the faith community is "built up." When a family decides together to join the Mass assembly or to talk about what they believe in: religious formation is being done.

According to Church documents, parents have the first responsibility for the religious education of their children. (CCC#2223) The Church assists by providing *catechesis*, or an education of children, young people, and adults in the faith of the Church through the teaching of Christian doctrine in an organic and systematic way to make them disciples of Jesus Christ. (CCC# 5) Our mutual goal is to form disciples of Jesus Christ who live out a committed faith.

THANK YOU, PARENTS, FOR ALLOWING US TO BE YOUR PARTNER IN THE RELIGIOUS FORMATION OF YOUR CHILDREN