

St. Joseph Religious Education

440 Joliet Street

Dyer, IN

(219) 865-2355



MISSION STATEMENT

The mission of our Religious Education and Faith Formation is to provide a variety of opportunities to grow in knowledge and love of God, the Church, and the community in which we worship.

ADMISSIONS

Non-Discrimination Policy

St. Joseph Religious Education has been established to meet the spiritual and social needs of their students. St. Joseph does not discriminate on the basis of ethnic origin, race, sex, age, or physical/mental disabilities. We are willing to assist parents in any special needs situation.

July, 2013

Registration

The DRE **must** have a copy of the child's Baptismal Certificate on file in the Religious Education office by the end of September.

New Students

Any new student not previously attending a religion program or Catholic school will be put into a beginning class that will best suit the needs of their Spiritual Journey.

ATTENDANCE / ABSENTEEISM

It is essential that a student is present for all sessions. If illness or an emergency occurs, the parent/guardian is to contact the Religious Education Office if at all possible, at least a half hour before class begins. Please call **219-865-2355**. If no one is available, please leave a brief message with your child's name, grade, session and ***reason for being absent***. If we do not receive a phone call about your child missing class, someone from our office will call to check on their absence.

If there are more than three (3) absences from class during a single semester, 1st semester (August to December) and 2nd semester (January to May) the student may be required to repeat at the same grade level the following year.



ARRIVALS / DISMISSALS

Early Arrivals

Any student arriving before class time will be asked to wait in the hallway until the teacher arrives. No student is to enter the classroom until the teacher is in the room. **Students are not to be in the classroom without the teacher present.**

Kahler Students

Since Kahler dismisses at 3:40 p.m. and our first session classes do not start until 4:30 p.m., any Kahler student is welcome to walk over to St. Joseph. They will be supervised by an adult, and are expected to bring homework, study materials, etc. If we have any problems, the same procedure will be followed for discipline as stated in the Handbook.

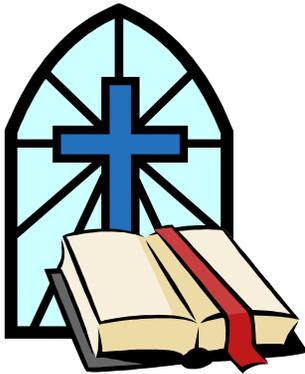
A written permission slip must be supplied to the office, attendance will be taken. Any exception to the routine requires prior notification.

Late Arrivals

Since late arrivals to class are always a disruption to both the class and teacher, it is policy for your child to report to the office first before proceeding to class. Continued tardiness of five minutes or more will result in an absentee day by discretion of the director.

Security

Parents must escort late students to the **School Office Entrance** (side parallel to Rte. 30). All doors to the school will be locked 5 minutes after classes begin.



EMERGENCY INFORMATION

Dismissal Time

When picking up your child/children at dismissal time, please enter from Route 30 and exit through the alley to Nondorf Street.

Do not leave your car and come up to the door. Many parents feel uncomfortable with people standing at the doors and it could become a dangerous situation.

Early Dismissals

If your child needs to be released early, please come to the School Office to sign them out.

CANCELLATION OF CLASSES

We will follow the Lake Central School closures in the case of incumbent weather. If school is closed because of weather on the day of Religious Education, there will be no classes that day. If school is dismissed early because of the weather, there will be NO Religious Education classes that day.



RELIGION CURRICULUM

Fire Drills

The drills will be conducted in the fall and spring. The catechists will follow the procedure in their folders. These rules are to be followed:

1. Walk quickly to designated areas
2. Walk down the stairs, single file
3. Absolute silence is required to hear directions

Catechists are to take folders, close doors, turn off lights, and maintain order of the class.



Tornado Drills

All students will be taken to the basement hall and will follow instructions of the Catechists.

EVALUATION REPORTS

Evaluation reports will be issued twice during the school year. Reports issued in January will be sent home with each student and are to be signed by a parent/guardian and returned as soon as possible. Reports issued in May will be mailed to your home and do not need to be returned.

TUITION

All tuition and sacrament fees are payable upon registration. Tuition helps cover only a portion of the operating cost of our Religious Education Program. The monies received from tuition are used to provide books, supplies, and equipment needed to operate the Program.

Active Parishioners are families of St. Joseph that attend Mass weekly and use their envelopes for contributions.

We reserve the right to review church attendance as demonstrated by the weekly contribution envelopes and an additional fee may be charged.

Non-Parishioners are not members of this parish. They may be charged an additional fee.

Tuition should be paid by check made payable to **St. Joseph Religious Education**. Any checks that are returned for non-payment will be charged an additional fee of \$30 to \$40 each check. All payments will then be required in cash.

Please note: No child in the parish will be denied religious education because of financial reasons. Should there be a problem, please contact the Religious Education Office. Conversations are confidential and will be handled accordingly.

Sacraments

Reconciliation is received in the Second Grade.

Eucharist is received in the Third Grade.

Confirmation is conferred in the Eighth Grade.

Two years of prior preparation is required before entering a sacrament class.

Textbooks

If a student loses or damages a book, there is a replacement.

Students are required to bring all textbooks, notebooks, or Bibles to class each week unless otherwise directed by the Catechist. Parents will be called to bring the books of their child if this becomes a problem. Everyone needs their textbooks to follow in class.

STUDENT EXPECTATIONS

Dress Code

Students are to wear appropriate clothing to class. Short-shorts and short-skirts are not allowed, nor are midriff or revealing tops. Sleeveless shirts are acceptable, but strappy tank tops or low cut shirts of any kind are not allowed. Shirts with objectionable sayings or pictures are not allowed. Students wearing any of the objectionable clothing will be sent to the office and parent(s) will be notified.

Gum and Candy

Gum is **never** permitted on the school premises.

Class Conduct

General Conduct

Running, yelling, shouting, or inappropriate conduct will not be permitted.

Student must respect the property of others.

Cell Phones

Cell phones are not permitted to be used in the school building and should not be on during the class period.

Hall Passes

Once class has started, students are not to be in the halls unless a hall pass has been issued to the student by the Catechist.



CLASS VOLUNTEERS

All volunteers or helpers **MUST COMPLETE** Virtus Protecting God's Children Training before being in contact with children.

Virtus Training

The Diocese requires that any employee or volunteer that has contact with children must complete all required Virtus Training.

Safe Environment Programs

Churches, schools and youth organizations are required by the Gary Diocese to ensure that children and youth who worship, study or participate in activities sponsored therein can do so in the safest and most secure setting possible.

Saint Joseph's training programs for children and young people will include age appropriate materials pertaining to personal safety. This includes information about improper touching and relationships. Children are not expected to be fully knowledgeable about child abuse or of the laws governing care of children but will be instructed when they should seek assistance from a trusted adult.

Parents will be notified, in advance, of the dates of the Safe Environment Program.

Parents are welcome to preview any materials we present from the approved materials from the Gary Diocese.



DISCIPLINE

Catechists have primary responsibility for maintaining the discipline and keeping good order in the classroom. The following steps will be taken when handling discipline problems. The catechist will issue a warning as follows:

1. If a student becomes disruptive and difficult, the catechist may refer the student to the Religious Education Office (the student might remain in the office for the remainder of class).
2. The catechist, Director and student will meet to discuss the problem. The parent(s) will be notified. Hopefully this will solve the problem.
3. The second referral to the office, the Director will notify the parents and discuss the student's behavior.
4. The third referral will necessitate a parent conference.
5. The fourth referral may result in dismissal from the program or repetition of the same grade level the next year.

Search and Seizure

The Pastor, DRE, and/or Catechist have the right to search and seize a student's possessions if reasonable cause exists. (Anything that brings harm to the student or other students or adults).

For continued misbehavior, a parent conference will be initiated by the DRE.

PARENT / GUARDIAN OBLIGATIONS

Parents are the primary educators of their children. The staff is eager to work with the parents to help them fulfill this responsibility. We ask each parent's cooperation in the following ways:

1. Parents are encouraged to attend special events, for example: Generations of Faith. Sacrament Sessions are mandated. Familiarize yourself with scheduled classes and special events throughout the year.
2. Please work with your child/children at home between classes and help them to prepare for the next class session.
3. **Regular attendance** Sunday Mass and Holy Days of Obligation is expected.
4. Make this time in your child's life a happy and positive experience. Parents are reminded to demonstrate Catholic attitude through their Christian example.
5. **Please** support and use the drop off procedure at the beginning of classes, and the pickup procedure at dismissal time. This is for the safety of your children.
6. Participate and support our fundraiser as a family.