

2017/2018 SCHEDULE for Grades 1-8:

September 13—Class/Parent Meeting
September 20—Class (Also Grades 9/10)
September 27—Class

October 4—Class
October 11—Class (Also Grades 9/10)
October 18—No Class (School Conferences)
October 25—Class (Also Grades 9/10)

November 1—Class (All Saints Day Mass) (Also Grades 9/10)
November 8—Class
November 15—Class (Also Grades 9/10)
November 22—No Class (Thanksgiving Vacation)
November 29—Class/Parent Meeting

December 6—No Class
December 13—No Class
December 20—No Class
December 27—No Class

January 3—No Class
January 10—Class
January 17—Class (Also Grades 9/10)
January 24—Class
January 31—Class (Also Grades 9/10)

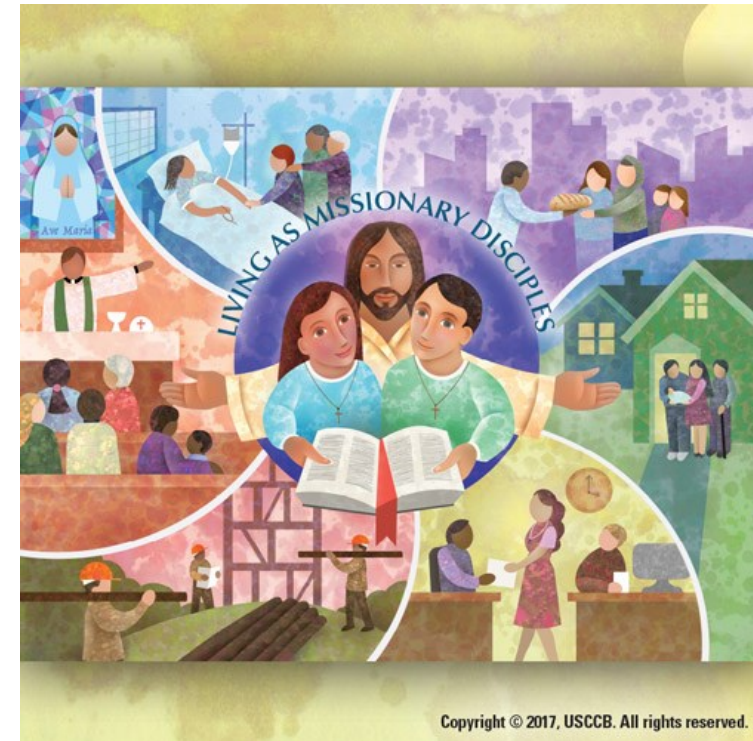
February 7—Class
February 14—Class (Ash Wednesday Mass) (Also Grades 9/10)
February 21—Class (Lenten Communal Reconciliation) (Also Grades 9/10)
February 28—Class

March 7—Class (Also Grades 9/10)
March 14—Class
March 21—Class
March 28—No Class (Spring Break)

April 4—Class
April 11—Class (Also Grades 9/10)
April 18—Class
April 25—Last Class (Also Grades 9/10)

Parent Handbook

St. Joseph the Worker Religious Education Program
2017 - 2018



Mission Possible!

Go Make Disciples of All Nations (*Matthew 28:19*)

St. Joseph the Worker Parish . . .

Living the Gospel of Jesus Christ as a welcoming Catholic community
by building faith together through worship, faith formation and service.

Parish Office: 563-588-1433; www.theworker.org

WELCOME TO THE RELIGIOUS EDUCATION PROGRAM AT ST. JOSEPH THE WORKER

GOALS:

Religious Education classes help children and youth grow in faith through experiences which:

- Teach basic Catholic teachings
- Engage in participative learning
- Reflect on the connections between faith and life
- Provide opportunities for prayer
- Encourage all to be persons of service
- Provide family/community experiences

To assist in their role as primary educators, parents are:

- Invited to visit their child's classroom
- Offered opportunities for adult faith formation
- Invited to attend Masses and liturgical events
- Informed of any concerns with their child
- Given evaluations of their child's progress in January and May
- Sent a monthly newsletter

ROLES AND RESPONSIBILITIES: PARENT/GUARDIAN

You model your faith for your children daily. What your child will learn from religious education class depends on your support and reinforcement at home, attending Sunday Mass as a family, and family prayer. Your interest and encouragement let your child know you value what is being done in the religious education class. Learning prayers and teachings of the Catholic faith cannot be done only during class time. We expect you the parents to work with your child at home by using the family activity pages of the text and by dialoguing with your child about what is being learned in the classroom.

ROLES AND RESPONSIBILITIES: CATECHIST

The role of the catechist is to "echo the Good News." The Good News is the message of Jesus and the Catholic Church. Catechists help lead the children to grow in their faith and relationship with Christ.

ROLES AND RESPONSIBILITIES: PARISH FAITH FORMATION COMMISSION

The Faith Formation Commission is responsible for establishing goals, setting policies in collaboration with the Archdiocesan Board of Education, setting the budget, implementing programs, and evaluating the programs with the Director of Religious Education. Members are elected from the parish. The Pastor, Faith Formation Director, Faith Formation Coordinator and Youth Minister serve as ex-officio members.

CELEBRATING SACRAMENTS:

Reconciliation and Eucharist:

Children in grade 2, along with their parents, are invited to participate in the preparation process of receiving the Sacraments of Reconciliation and Eucharist. A parent/guardian is also asked to participate in meetings and activities which help to prepare the child. Separate registration must be completed and can be found on the parish website (theworker.org). If you have questions, please contact Julie Hill (563-588-1433; j.hill@dbqarch.org).

Confirmation:

Youth in grade 10 are invited to participate in the preparation process of receiving the Sacrament of Confirmation. Meetings are held throughout the year as well as service and retreat opportunities. Separate registration must be completed. If you have questions, please contact Fr. Davis (563-588-1433; dbq062ap@dbqarch.org).

CONTACT INFORMATION:

- Julie Hill:
Parish Office: 563-588-1433 (ext. 204);
Cell: 314-496-6779
J.Hill@dbqarch.org
- Carol Maas:
Parish Office: 563-588-1433 (ext. 203);
Cell: 563-543-1901
C.Maas@dbqarch.org

RESOURCES:

St. Joseph the Worker Website:

www.theworker.org

Loyola Press Website:

<http://www.loyolapress.com/finding-god-2013.htm>

Archdiocesan Media Center:

Tricia Tranel

563-556-2580 (ext. 214)

T.Tranel@dbqarch.org

Website: <http://www.dbqarch.org/offices/education-resource-center/>

HELP FOR VICTIMS OF SEXUAL ABUSE:

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they or those in their care have been sexually abused as minors by clergy or other Church personnel. This assistance will include help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to call toll free 800-803-6758 or 866-319-4536 to report an allegation or receive assistance. This program is part of the new "Policy for the Protection of Minors."

VIRTUS TRAINING:

All volunteers who work with children/youth are asked to attend a training session which is now available on line. This training is also available to parents who would like to assist with youth programs and other activities. If you are planning to assist with any youth activities, we ask that you complete the online training. Parents will also receive NewsNotes from the Office for the Protection of Children as part of The Carpenter's Tools newsletter, and these NewsNotes will also be posted on the parish website.

To view the Virtus training, go to www.virtus.org, click on "Registration" and follow the prompts.

If you have questions, call the Archdiocesan Office of Protection of Children
 Carol Gebhart
 (563) 556-2580
 C.Gebhart@dbqarch.org

SAFE ENVIRONMENT TRAINING FOR CHILDREN GUIDELINES:

Under the *Charter for the Protection of Children and Young People*, all dioceses in the United States have agreed to establish age-appropriate safe environment training for children. Key components are to include information about quality relationships, proper forms of touch, actions to take in uncomfortable situations, and reporting possible abuse. Note: This training is not the same as education in human sexuality. This year the training will be offered at grade 1, grade 3, grade 5, and grade 7. Parents/guardians will be provided the required notification letter concerning the date that the training will be offered; the content/curriculum of the training; information outlining the opportunity to review the content/curriculum materials; and a copy of the *Parent/Guardian Safe Environment Training Refusal Form*.

Training for the above mentioned grades will be done by:
 Jorden Rijpma
 Riverview Center, Galena, IL
 1-888-707-8155
 jorden@riverviewcenter.org

FAITH FORMATION STAFF:

Fr. Gabriel Anderson	Pastor
Carol Lavenz	Faith Formation Coordinator—Adult Programs
Fr. Ralph Davis	Associate Pastor/Directory of Youth Ministry
Julie Hill	Faith Formation Coordinator—Children's Programs
Carol Maas	Faith Formation Secretary

CATECHETICAL STAFF:

Grade 1	Maria and Pete Schmitz
Grade 2	Mary Beaves and Hannah Thill
Grade 3	Jean Heidersheit
Grade 4	Kristen Fanella
Grade 5	Alex Schiavoni
Grade 6	Paul Schomberg
Grade 7/8 Boys	Mark Bodensteiner
Grade 7/8 Girls	Lauren Bollweg and Mary Sutarik
Grade 9/10	Deacon Bill Biver

FAITH FORMATION COMMISSION:

Kate Burke
 Dan Burns
 Sara Eisbach
 Carolyn Fischer
 Sarah Fitting
 Joyce Scherner
 Crista Weber
 Peggy Weber

CLASS TIME:

Class begins at 6:30 pm and ends at 7:40 pm. Students may arrive 5-10 minutes prior to class. Parents are responsible for students prior to this time. Catechists attend a short meeting prior to the start of class, and students are not to be in the classroom without the catechist.

CLASSROOM ENTRY AND EXIT:

For safety reasons, only three doors will be unlocked to enter the building from 6:20 to 6:40 p.m. Children are asked to enter and leave from:

- The center east door, near the church entrance
- The north/east corner door near the 1st and 2nd grade rooms
- The north end door at the upper parking lot, near the playground
- If a student arrives late, have them come to the north door of the school and knock on the door.
- Students in grades 1 & 2 are to be accompanied by a parent/guardian, an older sibling or a designated person when arriving and leaving class.

ATTENDANCE:

Regular attendance is important for students to achieve the optimum level of learning set forth by the catechist. If your child cannot attend, call the Parish Office (563-588-1433) and leave a message with Carol Maas. If Carol is not available or if it is after office hours, please leave her a message (extension 203). If you do not inform us that your child will be absent, we will call your home at the beginning of class. Student safety is our concern. We need to know if your child will not be present for class.

If your child misses more than 3 classes in one semester, parents will receive information from Julie Hill about make-up work to be completed by the child. This make-up work will be in the form of online reading and review questions (via the Loyola Press website which directly correlates to the classroom text book) based on the content that was covered on the missed dates.

CONTACTING STAFF DURING CLASS:

In order to contact parish staff during class, you may call Julie Hill's cell phone which is 314-496-6779 or Carol Maas's cell phone which is 563-543-1901.

CANCELLATION OF CLASS:

When school is cancelled or has an early dismissal due to weather related events, Religious Education classes in the city of Dubuque will be cancelled. If there is bad weather late in the afternoon, check your email for a cancellation announcement.

PARENT ASSISTANCE:

We ask parents/guardians to assist with the program as a substitute catechist, an assistant in the classrooms, and/or by monitoring the doors as children enter and leave the building. We ask that each family assist in some way with the program.

CARPENTER'S TOOLS:

This monthly newsletter will be sent via email to parents each month, unless you verify with us that you prefer to receive a paper copy. Throughout the year we will also provide other materials to assist families in living their faith.

PROGRESS REPORTS:

Each student will receive a Progress Report two times during the year. This report is a way for catechists to indicate your son/daughter's participation in class and their learning experience. These reports will be sent to parents via email. A digital copy will be kept on file at the St. Joseph the Worker office. We encourage parents to talk with the catechists or with Julie Hill, if you have questions or concerns regarding your child's learning.

CURRICULUM:

The catechetical series, *Finding God*, published by Loyola Press is used in grades one through eight. *Finding God* features engaging activities in every chapter which encourage children to share their faith, connect with their faith, and live their faith. Each chapter's section entitled "With My Family" helps a student continue their faith formation at home.

DISCIPLINE/MANAGEMENT PLAN:

The Catechists will deal promptly with any distracting or inappropriate behavior by utilizing any or all of the following: eye contact, proximity, individual verbal correction. If the student chooses to continue inappropriate behavior after sufficient warning, the procedure below will be implemented:

1. Remove the student from the room to hallway.
2. Explain they have a choice
 - a. To return and behave properly or be sent to the office.
 - b. If the student returns and the inappropriate behavior reoccurs, the student will be sent to the office and a note will be sent home to parents (Discipline Form).
3. Recurrent behavior will result in a parent conference.
4. Such actions that result in fighting, danger to others, insubordination or insolence will result in removal from the scene and an immediate parent conference.

FIELD TRIPS:

We have asked you to complete a Parental Consent and Liability Form. If your child/youth leaves the parish property with a class group, we will ask you to complete an additional form which includes specific information regarding the trip.

FIRE/TORNADO DRILLS:

Catechists and students will be informed about safety procedures in the event of a fire or tornado. Charts will be posted and catechists will inform students regarding escape routes.

FIRST AID:

Universal precautions will be followed as appropriate. First-aid kits are located on each floor of the building.