

# Sacred Heart Religious Education Program 2019-2020 Parent Handbook



Sacred Heart of Jesus Catholic Church  
Religious Education  
130 Keating Drive  
Winchester, VA 22601  
RE Office: (540)662-2651

Email us at [reoffice@sacredheartwinchester.org](mailto:reoffice@sacredheartwinchester.org)

---

## From Our Pastor



Fr. Bjorn Lundberg is the Pastor of Sacred Heart of Jesus Catholic Church in Winchester, Virginia. He was born Nov. 26, 1974, in Nurnberg, Germany, to John and Marlene Lundberg. He spent his childhood as a self-described “Army brat,” traveling with his family from post to post. Military moves brought the Lundberg family to Texas, Pennsylvania, Virginia, and Washington State. Father’s Dad, John, was a 30 year army officer, a Vietnam veteran, and retired as a Colonel. Father’s Mom, Marlene, was born and raised in Germany. Father has one sister, who is married and raising a family.

Father received a Bachelor of Arts in History, with a double minor in Theology and Philosophy from Christendom College in 1997. Upon graduation, he interned in Rome for the English Language Section of Vatican Radio. His professional work continued at the Eternal Word Television Network in October 1997. For two years he was an Associate Television Producer, where he produced a number of television series.

Father was accepted to Law School in 2000. At the same time, he applied to Diocese of Arlington to begin studies for the priesthood. He attended Saint Charles Borromeo Seminary in Philadelphia, Pennsylvania from 2000 until 2006. He received a Master of Arts in Moral Theology and a Master of Divinity. He was ordained a priest in 2006. His first parish assignment was at the Cathedral of Saint Thomas More, in Arlington, Virginia. In 2009 he began his second assignment as Parochial Vicar at the Parish of Saint Mary of the Immaculate Conception in Fredericksburg, Virginia.

Beginning in 2012, he became Chaplain at Saint John Paul the Great. Since 2015 he has been the Thursday morning “Godly Counsel” on Morning Glory Radio Show on EWTN Global Catholic Radio, broadcast out of Washington, D.C. He served as Chaplain and Assistant Principal at Saint John Paul the Great Catholic High School in Dumfries from August 2012 until June 2017. He was installed as Pastor of Sacred Heart in Winchester, Virginia, by His Excellency, Bishop Michael F. Burbidge in July 2017.

Father loves Winchester, our parish, and all the families and people of Sacred Heart. He likes to promote devotion to the Blessed Sacrament, and Our Blessed Mother. He is grateful for your commitment to learning and living the Faith and looks forward to helping you grow in your relationship with Our Lord, in the Church, living out your Faith today. The world needs joyful witnesses!

## Parochial Vicar



**Fr. Stephen Holmes** was born on February 2, 1964, the eighth of nine children—two girls and seven boys. His parents were both Catholics from Brooklyn, New York. His father was a WWII veteran and his mother was an identical twin.

He spent most of his childhood in Brentwood, Long Island. In 1976, the family moved to Florida where he graduated from high school in 1982. He joined the Navy in 1985 and went to Nuclear Power School, but dropped out. However, he spent 3 ½ years on a Nuclear submarine, the USS Glenard P Lipscomb SSN-685. Upon leaving the Navy in 1990, he enrolled in Franciscan University of Steubenville where he graduated with a Bachelor of Arts. In 1996, he entered Mount Saint Mary's Seminary in Emmitsburg, MD. He was ordained in 2000 by Bishop Loverde.

Fr. Holmes has been parochial vicar for St. Mary of Sorrows in Fairfax from 2000-2003; All Saints in Manassas 2003-2007; St. Veronica's in Chantilly 2007-2010; St. Ambrose in Annandale 2010-2013, and St. Mary's in Fredericksburg 2013-2018 until joining Fr. Lundberg here in July.

Fr. Holmes has a great devotion to the Sacred Heart of Jesus and loves the rosary of Our Lady. His spiritual influences include Servant of God Walter Ciszek, Venerable Fulton J Sheen, St. Padre Pio, Blessed Titus Brandsma, Blessed Francis X. Seelos, and Blessed Solanus Casey. His favorite childhood priest was Fr. Francis Lucey who was a missionary in Burma for most of his life. He influenced Fr. Holmes' journey to the priesthood as did Fr. Daniel Sinisi, TOR, and Fr. Robert J Levis of Gannon University in Erie, PA.

His interests include reading and watching movies, the best of which is Mel Gibson's *The Passion*. He loves old four-wheel drive trucks particularly F-250s or Dodge Power Wagons-especially an M37 Power Wagon. He also likes jeeps and drives one. Being a Mets' fan, he is a huge Dave Kingman and Tom Seaver fan as well as Willie Mays. He also likes NFL quarterback, Fran Tarkenton. His favorite food is steak as well as chocolate cake and Starbucks!

He is happy to be here in Winchester and has already found a used book store and good pizza place! He has been told he is a teddy bear and is friendly and approachable. He loves preaching and hopes that all enjoy hearing him. He tries to live by the phrase: *Ad Maiorem Deo Gloriam et Salus Animarum: All for the glory of God and salvation of souls.* He also uses Galatians 2:20 to guide his priesthood: *And I live, now not I; but Christ liveth in me. And that I live now in the flesh: I live in the faith of the Son of God, who loved me, and delivered himself for me.* (Douay-Rheims 1899 American Ed.)

**Keep Being Wonderful! KBW**



## RELIGIOUS EDUCATION

Dear Parents,

Welcome to Sacred Heart of Jesus Religious Education Program. We are honored to be able to serve the families of our Church community. We look forward to working together with our families as all of us grow in the love of Our Lord, Jesus Christ. We are pleased to offer this handbook to assist you with questions you may have. Please take a moment to read through the handbook with your children.

This handbook is designed to provide a clear explanation of faith formation, the role religious education plays in faith formation, as well as the philosophy and expectations of our program.

The Religious Education Program at Sacred Heart of Jesus is designed to support and enrich the formation of faith that you, the parents, are instilling in your home. Our program is intended to provide the catechists (teachers), assistant catechists, and volunteers with the tools necessary to clearly and accurately communicate the faith. This goal is met through attendance at the annual diocesan Catechetical Conference, the parish teacher workshop provided in the summer, certification through the Master Catechist Program offered by the Office of Catechesis of the diocese (currently over half our teachers have been certified as Master Catechists), and other parish-sponsored opportunities for continuing education.

All classes are assigned a catechist and where possible, an assistant. The program is designed to keep class sizes at a reasonable size so that the catechists are better able to convey the Catholic faith to the students. Please remember that all our catechists are volunteers and we cannot teach without teachers. If you are interested in teaching or participating in some way, please contact the Religious Education Office.

The Religious Education Program is open to all students in grades Kindergarten through Eighth, as well as those high school students who have not yet been confirmed. Tuition fees help offset the costs of textbooks, sacramental supplements, and other materials used in class. If there are concerns or extenuating circumstances in relation to the cost of tuition, please speak with the Director of Religious Education, Julia Carty. Please do not hold a child out of the program due to financial limitations.

If you need to contact me for any reason, please feel free to do so, I can be reached by phone, email, or by visiting me in person at the Religious Education office during working hours.

Yours in Christ,

Julia Carty  
Director of Religious Education  
540.662.2651  
[jcarty@sacredheartwinchester.org](mailto:jcarty@sacredheartwinchester.org)

## Table of Contents

Clergy and Staff	6
Mass Schedule	6
Office Hours and Location	6-7
Communications, Inclement Weather	7
Mission Statement	8
Christ's Final Command	8
Registration	9
Baptism Certificates	9
Class Times	10
Arrival and Dismissal Procedures	10-11
Attendance	11-12
Dress Code	12
Class Environment	13
Text Book and Supplemental Materials	13
Protecting God's Children	13
Parent's Rights and Responsibilities	13-14
Policies Regarding Sacramental Preparation	15
Confirmation in the Extraordinary Form	16
Curriculum	16
Class Guidelines	17-18
Student Responsibilities and Behavior Code of Conduct	18
Parental Handbook Acknowledgement and Agreement	19

## **Religious Education Staff**

Rev. Bjorn C. Lundberg, Pastor  
Rectory – (540) 662-5858

Fr. Stephen Holmes, Parochial Vicar  
Rectory – (540) 662-5858

Julia Carty, Director of Religious Education  
Office - (540) 662-2651  
Cell - (540) 327-1377  
Email – [jcarty@sacredheartwinchester.org](mailto:jcarty@sacredheartwinchester.org)

Khris Arnold and  
Kellie Cox-Philyaw, RE Office Assistants  
Office - (540) 662-2651  
Email – [reoffice@sacredheartwinchester.org](mailto:reoffice@sacredheartwinchester.org)

The Office of Religious Education is located on the back side of the Academy, at Door #4. In the office of Religious Education there is always an “open door” for you. Please do not hesitate to stop in or call if you have any questions or concerns. And the Office Assistants can help you make copies, get needed supplies, and other such support you as catechists may need.

## **Mass Schedule**

**Saturday:** 8:30am, 5:30pm (Vigil Mass)

**Sunday:** 7:30am, 9:15am, 11:15am, 2:30pm (Spanish), 5:30pm  
12:45pm Mass in Extraordinary Form-- Fourth Sunday of the Month

**Weekdays:** 7:00am, 8:30am

**First Friday:** 7:00am, 8:30am; 5:30pm

**Holy Days:** 7:00am, 8:30am, 12 noon, 7:00pm

**Confession:** Saturday 3:30-5:00pm and during 5:30pm Mass  
Sunday during all Masses  
Wednesday 6:30-8:00pm  
First Friday 9:00am & 5:00pm,  
Anytime by appointment with Parish Office

Regular monitoring of the Religious Education section of the parish bulletin helps you stay current with our program events. Bulletins are available after each weekend Mass and on the parish website, [www.sacredheartwinchester.org](http://www.sacredheartwinchester.org).

## **Religious Education Office Hours**

During the RE school year (September through April):

Sunday: 2:00pm – 6:00pm

Monday: 9:00am – 7:30pm

Tuesday: 9:00am – 3:00pm

Wednesday: 9:00am – 7:30pm

Thursday: 9:00am – 3:00pm

Friday: CLOSED

Saturday: CLOSED

When RE classes are not in session (May, August):

Monday through Thursday: 9:00am – 3:00pm

Friday through Sunday : CLOSED

**RE Office is CLOSED June through Mid-July**

For your convenience, the office has a 24-hour answering machine. Please leave your phone number, name, and the best time to reach you and we will make every effort to reach you in a timely manner. Communicating well is important to our ministry with you and your children.



If you need to drop off documents outside of regular office hours, there is a black mailbox located on the wall outside the Religious Education office door #4. We check it regularly.

Please remember that class hours can be hectic. If you need to speak with the director, please make an appointment in advance by calling 540.662.2651. This will allow her to give you her full attention.

With support from our contracted webmaster, we are hopeful the parish website will be kept up to date with information you and your students may need through the year. Please visit the Parish website at <http://www.sacredheartwinchester.org> to stay in touch with the Religious Education Program. Simply select *Religious Ed* to find postings.

### **Communications**

On a weekly basis, Religious Education teachers will email all parents who provided email addresses on their RE registration form regarding class instruction taught that week. If you have not provided an email address to the RE Office and would like to be included in the weekly email list, please contact the RE Office at [reoffice@sacredheartwinchester.org](mailto:reoffice@sacredheartwinchester.org).

### **Inclement Weather**

The Parish Staff with input from the Director of Religious Education makes the decision regarding class closure. Class closures are NOT based on what any local school system determines. Any closures will be communicated via email, on the church website ([www.sacredheartwinchester.org](http://www.sacredheartwinchester.org)) and by voice message on the Religious Education Program Office answering machine (540-662-2651).

### **SACRED HEART OF JESUS RELIGIOUS EDUCATION MISSION STATEMENT**

The Sacred Heart of Jesus Catholic Church values each child as created in the image and likeness of God and as a reflection of His goodness. The Religious Education Program forms a living witness to the Gospel in which learning about Jesus and His message is essential to knowing Him, loving Him, and serving Him always.

The core elements listed below form the foundation and strength of the Sacred Heart of Jesus Religious Education Program.

- It is Christ, The Incarnate Word and Son of God, who is taught—everything else is taught with reference to Him—and it is Christ alone who teaches. (Catechesi Tradendae #6)
- The dignity of the individual, as a unique child of God, is nurtured and developed.
- Parents are recognized as and are expected to be the primary educators of their children.

- The doctrine of the Catholic Faith is presented in its fullness and entirety as both knowledge to be learned and a life to be lived.
- Gospel values teach a moral life as expressed in the Beatitudes and the Ten Commandments.
- Life in the Sacraments is central to developing the Catholic Faith.
- The Holy Sacrifice of the Mass and the Real Presence of our Lord in the Eucharist is the center of our Faith.
- Weekly attendance at Mass and regular reception of the Sacrament of Penance are essential.
- Sacred Scripture and Sacred Tradition form the Deposit of Faith and students will be encouraged to study the Bible.
- Importance of prayer is emphasized as a source for growth in the spiritual life through Adoration, Benediction, the Rosary, and Mass.
- Our Blessed Mother is the first disciple of Jesus and we strive to imitate her.
- The lives of the saints are examples for us.

### **Christ's Final Command**

The Church has always considered catechesis one of her primary tasks, for, before Christ ascended to His Father after His resurrection, He gave the apostles a final command - to make disciples of all nations and to teach them to observe all that He had commanded.(1) He thus entrusted them with the mission and power to proclaim to humanity what they had heard, what they had seen with their eyes, what they had looked upon and touched with their hands, concerning the Word of Life.(2) He also entrusted them with the mission and power to explain with authority what He had taught them, His words and actions, His signs and commandments. And He gave them the Spirit to fulfill this mission.

Very soon the name of catechesis was given to the whole of the efforts within the Church to make disciples, to help people to believe that Jesus is the Son of God, so that believing they might have life in His name,(3) and to educate and instruct them in this life and thus build up the Body of Christ. The Church has not ceased to devote her energy to this task.

Pope John Paul II, Catechesis Tradendae



## Registration

Registration in the Religious Education Program is for registered Sacred Heart of Jesus parish families. Registration opens in early spring and children are placed in classes on a first-come, first-served basis by date of registration. Parents must complete the Family Registration and Emergency Medical forms for all children being registered into the Program. All completed forms are to be returned to the Religious Education Office, placed in the mailbox outside the office, or mailed to the Office at 130 Keating Drive, Winchester, VA 22601.

If you are planning a move, please consider notifying the Religious Education Office by adding it to your move to-do list.

## Tuition

### **Early Registration**

During Early Registration period from April through the end of May, fees are \$60 for one child, \$120 for two, and \$150 for three or more.

### **Late Registration**

Late Registration Period opens in mid-July and will close at the end of August. Fees are \$70 for one student, \$140 for two, and \$180 for three or more. Registration closes August 23<sup>rd</sup>; only families new to the parish will be permitted to register after this time.

Tuition payments are required at the time of registration.

**Option 1:** Full payment made at registration.

**Option 2:** Monthly installments made through 15<sup>th</sup> December.

**Option 3:** Delayed billing.

**Option 4:** If financial assistance is necessary, please contact the Director (Mrs. Julia Carty). No student will be excluded from the Program due to financial difficulty.

**Baptismal certificates** (must present original and copies will be made for our records) are required at the time of registration for **ALL** children.

If a child has special needs or learning challenges, please talk to the Director. We have classes to accommodate all children of our parish.

Please remember that Religious Education classes are dependent on volunteer catechists. Members of our church community teach and assist all our classes; availability of classes always depends on having a sufficient number of volunteer catechists. We ask that every parent consider being a catechist, assistant, hall monitor, or traffic controller. If you would like to become a Program volunteer, please contact Mrs. Julia Carty, 540-662-2651.

## CLASS TIMES

### Orientation Day.

This is held on the first day of your child/ren's first day of class. Parents are asked to bring their children to the Academy building and an information day will be held for all. There is no drop off in place on the first day of class. Parent Handbooks are available at this time.

### Class Times for Classes K-2<sup>nd</sup> Year Confirmation

Sunday	3:45pm to 5:15pm	<i>new class times for 2019-2020!</i>
Monday	5:30pm to 7:00pm	
Wednesday	5:30pm to 7:00pm	

### First Year RCIA for Young Students (all children under the age of 18 years)

Monday 5:30 pm to 7:00 pm

### Second Year RCIA for Young Students (all children under the age of 18 years)

Monday 5:30 pm to 7:00 pm

### First Year & Second Year Communion Preparation for students in 4<sup>th</sup> grade to 12<sup>th</sup> grade

Monday 5:30 pm – 7:00 pm

### RCIA for adults (Rite of Christian Initiation for Adults)

Sunday morning after 9:15am Mass **Please contact the Parish Office for details.**

## ARRIVAL AND DISMISSAL PROCEDURES

The Religious Education Program has established the following procedures for student arrival for maximum safety and efficiency. Parent cooperation is requested to ensure that students arrive at school on time and that student supervision and safety may be maintained.

### **Arrival**

1. When entering Keating Drive, stay in the far left lane. Make a left into the circle in front of the Academy's main entrance. Drive to the farthest point of the circle and pull up next to the sidewalk on your right. Students are not to exit cars until 20 minutes prior to the start of class. They are never to be left unsupervised outside. The drop-off location is the same for all students.
2. Parents are asked to wait in place until cars in front of you drive forward.  
**For the safety of the students, do not pull around other cars.** Traffic Controllers will monitor and expedite the carpool line as quickly as possible.
3. Please stay in your cars. Traffic Controllers will help children exit the cars. To ensure smooth flow of traffic, please have them ready to exit the vehicle before you pull up.
4. All students must exit their vehicles on the right side of the car – curb-side – for the safety of the children.
5. During the first few weeks of class, younger students will be escorted to class by a hall monitor or a teacher assistant as they enter the building.

## Dismissal

### SUNDAY:

**Kindergarten through 5<sup>th</sup> Grade will be dismissed from the Cafeteria.** Parents must enter the building through the rear door of the cafeteria and sign out their student(s). Students will then be called to come to the Multi-purpose Room to meet their parent. Students may not leave until they are signed out for the safety of the children and ensure that children leave with the appropriate adult.

**Grades 6 through 2<sup>nd</sup> Year Confirmation.** An announcement will be made for these students to dismiss through the back door by the Religious Education Office (next to the Greenhouse). This door is the ONLY door allowed for exiting of older students. If older students have younger siblings and prefer, they may proceed to the Multi-purpose Room (MPR) like younger students; they may also sign out siblings provided they wait in the MPR for them. For safety and traffic reasons, older students shall not dismiss through any other Academy door.

### MONDAY AND WEDNESDAY:

**All students in all grades – NO EXCEPTIONS –** Parents must enter the building through the rear door of the cafeteria and sign out their student(s). Students will then be called to come to the Multi-purpose Room to meet their parent. Students may not leave until they are signed out for the safety of the children and ensure that children leave with the appropriate adult.

### Sign Out Process

Our sign out process will be explained during *Orientation Day* at the beginning of the school year. If your child/ren will be picked up by anyone other than their immediate family member a note **MUST** be brought to the school and handed by the student to their classroom teacher upon arrival for **EACH OCCURANCE**. Or you may sign a form located in the RE office to add another name to the sign out sheet for entire school year. Sign out tables with the student's names will be available inside the school cafeteria each week. Hall Monitors will be available for assisting with any questions.

### ATTENDANCE

Classes are 90 minutes long. Curriculum is sequential and foundational – concepts build upon one another. Students benefit the most when they attend the entire class every week. We understand that all families will have absences that may include illness, a family emergency, or a mandatory school function (i.e., a band/chorus/orchestra concert). These are understandable absences, however, proper notification to the Religious Education office is required so that students may still stay abreast of classroom work.

Any student who needs to switch class for an occasional day only, **MUST** contact the Religious Education Office and receive consent before attending that class. Many of our classrooms do not have enough chairs to accommodate extra students. Courtesy is also required as our teachers make preparations ahead of time and prepare only for the number in their classroom.

Our curriculum pacing is based on 24 classes throughout the year. Grade-level concepts and goals can only be accomplished following the scope and sequence of our prescribed program. There, we ask that all students are to be seated in the classroom prior to the opening prayer when class begins.

## **Notification of Child's Absence**

Email is the best way to leave a message regarding any absence. Please include the name of your child's catechist. Or, you may leave a message on the answering machine (540.662.2651). Part of a parent's responsibility is to follow-up with the teacher to determine the work that was missed due to absence and to help your child do the work to stay abreast of the classwork. Our curriculum is sequential and builds a faith foundation. It is important to ensure that students don't fall behind.

## **Dress Code**

Catechists work to instill in their students a love for Our Lord in the Blessed Sacrament. Our religious education classes make frequent visits to the church throughout the year. Students must be prepared for those visits and come to class dressed appropriately. Part of religious education includes lessons in human dignity, and that every person is created in the image of God. Student clothing should reflect the values we believe and teach as part of our religious curriculum. All clothing worn to class is expected to contribute to a standard that fosters an environment conducive to Catholic teaching and build a respect to human dignity.

Please refrain from the following:

- tight-fitting clothing
- short-shorts or short skirts
- halter tops
- midriff shirts
- spaghetti straps
- pants or shorts worn below the waist
- articles of clothing which depict themes counter to Catholic teaching, such as drugs, alcohol, profanity, weapons, etc.

Dress appropriately:

- Weather appropriate clothing – we often take trips to the church and students will need coats or jackets in poor weather. A student without weather-appropriate clothing during poor weather conditions will need to remain in the school.
- Assistive technologies – glasses, hearing aids, walkers, wheelchairs or other technology normally used in school should be worn or brought to class

## **CLASSROOM ENVIRONMENT**

Our Religious Education students, staff and teachers deserve an environment that is most conducive to learning. Out of respect for all in the Program, we expect all students to come to class prepared to learn. Proper preparation includes arriving to class on time, bringing all necessary classroom materials, adopting an appropriate enthusiastic attitude, and returning all completed homework.

Our time together in class is limited but very important to the growth and formation of students' faith. All students are expected to be respectful of the teacher, assistant, all religious education staff, and their peers in the classroom. Students should participate in class and complete assigned homework. If a student's behavior is disrespectful or disruptive, the individual will be sent to the Religious Education Department office and the parents will be called.

All electronic devices, when possible, should be left at home. Anyone bringing a cellphone will be required to turn it off and deposit it in the box at the front of the classroom for the duration of the class. The individual will be able to pick the cellphone up at dismissal upon leaving. **Any electronic devices USED DURING CLASS will be confiscated and brought to the Religious Education Office where the**

**student may pick it up after the end of class.** Students may NOT use any electronics (cell phones, apple watches, etc.) during any part of class in accordance with Arlington Diocese mandates.

## **TEXTBOOKS/SUPPLEMENTAL MATERIALS**



All materials are supplied to students, including textbooks and supplemental materials. The care of all textbooks and supplemental materials are the responsibility of the student.

Replacement of lost or damaged books and materials will be at the expense of the student/family. The family will be contacted should a book or item need to be replaced.

## **PROTECTING GOD’S CHILDREN**

“The Office of Child Protection and Safety for the Diocese of Arlington provides programs to ensure a safe environment for children within the community of the Church.

Children are the most precious resource of the family and the Church. The greatest care must always be taken when the safety of children is involved. The Diocese of Arlington is committed to providing a safe environment to all children entrusted to our care and assisting each child to grow in grace and wisdom.”  
*Arlington Diocese*

All volunteers in the Religious Education Program are compliant with the Protecting God’s Children Program mandated by the Arlington Diocese. This involves a background check and special training for our workshop.



We strongly encourage parents to join our program and volunteer while their children are in the classroom, but all parents will be required to comply with the diocesan child protection program. Anyone entering the Academy building while classes are in session must do so through the Religious Education office. Visitors are not encouraged while classes are in session.

## **PARENTS’ RIGHTS & RESPONSIBILITIES**

Parents are the primary religious educators of their children. The home is the domestic Church and the place where a child first experiences the Catholic Faith. You teach primarily by the example you set. It is extremely crucial for children to experience the love of God in their homes. The Religious Education Office works in partnership with parents to assist them in living their vocations as educators of their

children. This program should merely complement, not replace, the catechesis children receive in the home.

The Religious Education Program assists parents in their God-given role as educators of the Faith by:

- Providing the truth of the Roman Catholic Faith as handed down by Jesus Christ through Sacred Scripture, Sacred Tradition, the Magisterium (teaching authority) of the Church, and the Church Fathers.
- Offer catechists in the Religious Education Program parish-sponsored opportunities to further their knowledge of the Catholic religion to enable them to provide orthodox, accurate faith formation in the classroom.
- The Religious Education Program will be rigorous in applying all requirements of the diocesan program, Protecting God's Children. In particular, all catechists will meet the requirements to assure a safe environment for all students.

All Christian education finds its source within the sacramental life of the Church. Therefore, parents should assist their children by:

- Recognizing that it is of utmost importance that children are given the opportunity for weekly Sunday attendance at the Holy Sacrifice of the Mass
- Facilitating the child's (children) ability to regularly participate in the Sacrament of Confession and Sacrament of the Eucharist (presuming completion of preparation program)
- Understanding that knowledge of the Catholic faith that is not upheld by the practice of the sacramental life is empty knowledge.
- Ensure attendance at weekly religious education classes for children in a classroom setting.
- Instilling an attitude of enthusiasm and receptivity toward religious education classwork in children.
- Supporting weekly homework that students and parents should work on together.
- Attending mandatory parent meetings for children in sacramental preparation when scheduled.

### **Parental Role**

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Religious Education Program exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Sacred Heart of Jesus Religious Education Program respects the role of parents as the primary educators of their children. Since the Program is a continuation of the education children are receiving at home, the Religious Education Program should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the Program's mission and commitment to Christian principles; support the Program's policies as outlined in the Program's handbook (i.e., sign the Program's Handbook Agreement Form). In the event a parent desires to discuss a concern in the classroom, the parent should make an appointment for a private meeting with the Director of Religious Education.

If a parent repeatedly or seriously violates proper Program protocol, displays inappropriate or disruptive conduct toward students, staff or volunteers, or displays disrespectful, disruptive or harassing behavior toward teachers or toward Program staff, parish staff or volunteers, the Program may take corrective action. Such corrective action may include, at the discretion of the Director of Religious Education or the pastor, the following: imposition of particular rules or procedures the parent must follow in interacting with the Program and its students and staff; restriction or termination of the parent's access to Program's or parish property; dismissal of the parent's child/ren. The Program may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

## **POLICIES REGARDING SACRAMENTAL PREPARATION**

Sacraments are actions of the whole Church and not private devotions (CCC 116). Accordingly, it is the responsibility of the Pastor, in accord with the norms established by the bishop, to provide for the catechesis of all the faithful and to ensure that each Catholic is properly prepared for the reception of the Sacraments (CCC 773- 776).

It is the canonical responsibility of the Pastor to determine that all students have been properly prepared for the reception of the Sacraments. Even though Canon Law states the minimal requirements for the reception of the Sacraments, it also provides that pastors are to ensure "suitable preparation" which may take many forms.

Although parents are the primary educators of their children, they are not the only educators of their children. Since the reception of the Sacraments of Eucharist and Confirmation are Sacraments of Initiation, they are ecclesial or parish events rather than only personal or private events. For this reason they involve the parish in preparing children for these important sacraments. The parish program, therefore, is an important complement to religious education by the parents in the "sacramental years." It begins to insert a child organically into the life of the Church beyond the family or "domestic church" (Catechesi Tradendae 37).

As Saint John Paul II stated, "It is true that catechesis can be given anywhere, but I wish to stress, in accordance with the desire of very many Bishops, that the parish community must continue to be the prime mover and preeminent place for catechesis...Family catechesis, therefore, precedes, accompanies and enriches all other forms of catechesis" (John Paul II Catechesi Tradendae 67).

The texts in use in our curriculum have been approved by the Diocesan Office of Catechetics and carry the Imprimatur of the Church as well as the certification that they are in conformity with the Catechism of the Catholic Church.

When it comes time for students to receive their sacraments, all recipients are comingled in the congregation. Sacred Heart of Jesus is one community, one parish, and one family therefore RE Program students sit alongside with Sacred Heart Academy students and Homeschooled students.

### **Outside the Sacramental Years**

If a family chooses to homeschool their children and would like to participate in the Sacred Heart Homeschool Program, they should contact the Mrs. Julia Carty for program details and registration. Registration will take place through the Religious Education Office. Participation in the homeschool program is mainly reserved for those who choose homeschooling as their main form of education. Those enrolled in verified Catholic education facilities (e.g. Chelsea) may participate with the approval of the pastor.

### **During the Sacramental Years**

All students of the parish are subject to the same requirements of attendance at all classes and specific prerequisites (Confession before First Holy Communion, interviews, etc. before Confirmation), whether the students are attending public or private schools or are being homeschooled in other years.

### **Confirmation in the Extraordinary Form**

Any parish family interested in taking advantage of the Diocesan option for Confirmation in the Extraordinary Form should contact Mrs. Julia Carty for the latest policies and requirements.

## **CURRICULUM**

"Go, therefore, and make disciples of all nations . . .  
Teaching them to carry out everything I have commanded you."  
(Matthew 28:19-20)

Catholic education refers to the totality of the Church's efforts to make disciples, to help all believe that Jesus is the Son of God so that believing they might have life in his name, and to educate and instruct them in this life, in order to build up the body of Christ. (CF. CCC 4)

An integral part of Catholic Education is catechesis. "Catechesis is an education in the faith of children, young people, and adults, which includes especially the teaching of Christian doctrine imparted, generally speaking, in an organic and systematic way, with a view to initiating the hearers into the fullness of the Christian life." (CCC 5)

The following Guidelines for Religious Education are structured around a center; the mystery of the Blessed Trinity and of Christ as expressed in the 4 Pillars of the Catechism of the Catholic Church:

1. The Profession of Faith—Creed
2. The Celebration of the Christian Mystery--Sacraments
3. Life in Christ--Commandments and the Moral Life
4. Christian Prayer--Prayer

These guidelines are intended to assist catechists in fulfilling the mission of the Church to educate her children in the fullness of the Catholic Faith: to believe what the Creed teaches; to participate in the liturgical and sacramental life of the Church; to live a life of love for God and neighbor; and to pray to the Father through Jesus, His Son, in the Holy Spirit.



## Class Guidelines

Kindergarten: To develop the Roman Catholic Identity of the child--individually, within the family and within the parish.

First-Year First Communion Preparation: To provide a general introduction to the Catholic Faith. The child will be helped to come to a knowledge of God: Father, Son and Holy Spirit.

Second-Year First Communion Preparation: To help the child begin to understand the sacramental life of the Church, especially the Sacraments of Penance and the Eucharist.

Grade 3: To help the child come to a deeper understanding of the Church as a community of faith to which he/she belongs by virtue of Baptism.

Grade 4: To have the student understand that followers of Jesus Christ are called to witness to the Good News of Salvation to others and to help build up the Kingdom of God as we journey to our heavenly goal.

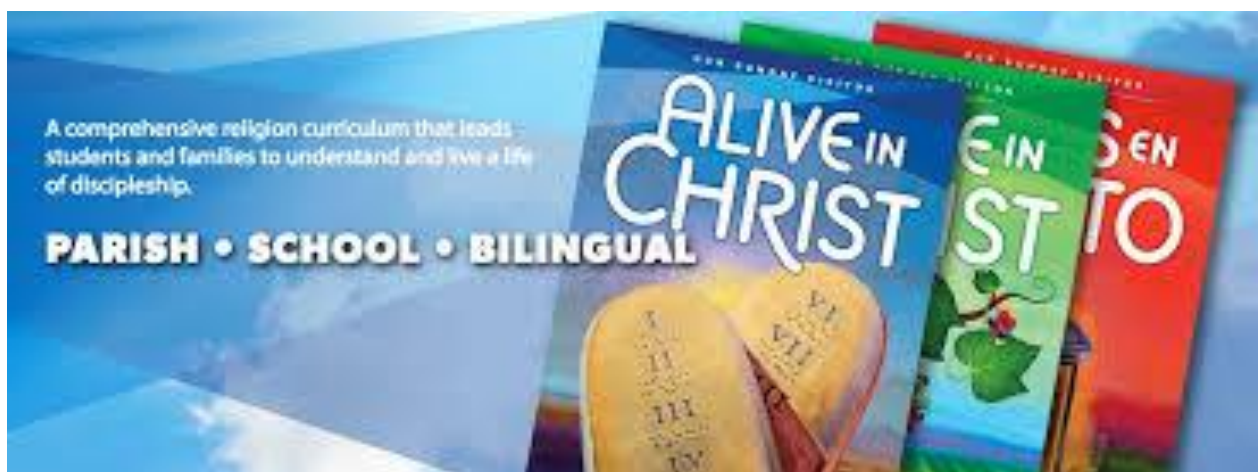
Grade 5: To have the student come to a more thorough understanding of the Sacraments, the Liturgy, and the Creed.

Grade 6: To have the student understand that God's saving actions and His love are manifested in salvation history and fulfilled in Jesus.

First-Year Confirmation Preparation: To have the student understand that God's saving action in salvation history culminates in the person and ministry of Jesus Christ and in the eternal life He offers us.

Second-Year Confirmation Preparation: To have the student understand the meaning of the Church, its mission in the world, and their responsibility to participate in that mission.

These are the books being used this year:



## **STUDENT RESPONSIBILITIES & BEHAVIOR CODE OF CONDUCT**

Growth in self-discipline is a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, staff and volunteers work together to create a Catholic environment. These basic components include:

Teachers have a right to teach. No student will stop the teacher from teaching.

Students have a right to learn. No student will stop another student from learning.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property.
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the Program's cell phone policy. (See **Classroom Environment** on page 11.)
- j. will be present for all required activities unless officially excused.
- k. will adhere to the dress code (See **Dress Code** on page 10).
- l. will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result (Substance Abuse/Weapons and Inappropriate Materials).
- m. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection.

# SACRED HEART OF JESUS RELIGIOUS EDUCATION PROGRAM PARENT HANDBOOK ACKNOWLEDGEMENT AND AGREEMENT

We (parent with sharing to the child(ren)) have read the entire contents of the 2019-2020 Parent Handbook and accept the policies, regulations, directives, and procedures contained in the Handbook and agree to abide by them.

I understand that the policies and procedures contained therein may be subject to change following the printing of this document.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade/Class

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade/Class

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade/Class

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade/Class

## **DEADLINE:**

This form shall be properly signed off and returned to the Religious Education Office or student's teacher by September 30<sup>th</sup>, 2019.