



**TRINITY CATHOLIC
RELIGIOUS EDUCATION**

Program Handbook 2017-18

In our school, everyday, we learn, love, and pray.

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Religion Education Program

LaSalle Catholic Parishes/Trinity Catholic Academy provides a diocesan-approved faith formation curriculum for all students, grades 1-8, who are members of LaSalle Catholic Parishes and attend public schools. Students in grade 2 will receive preparation for the Sacraments of First Reconciliation and First Holy Communion; grade 8 will receive preparation for the Sacrament of Confirmation

Contact Information

School Phone: 815-223-8523

School Address: 650 4th Street, La Salle, IL 61301

School Email: tcasaints@lasallescatholic.org

Parish Office: 815-223-0641

LaSalle Catholic Parishes Website: www.lasallescatholic.org

Deb Myers: dmyers@lasallescatholic.org

Father Carlson: frcarlson@lasallescatholic.org

Father Valle: frvalle@lasallescatholic.org

Class-Sessions (time)

Religion Education classes will begin Wednesday, August 23, 2017 through Wednesday, May 16, 2018. Each session will begin ***promptly*** at 4 P.M. and dismiss at 5 P.M.

Note: See the attached calendar (p. 9 -10) for complete schedule.

Program-Registration Fee

Students will not be allowed to attend classes if fees for the current semester have not been paid.

Each family will be required to pay the following fees:

- First semester education fee: \$100 per family (due on registration day, June 24/25, 2017)
- 2nd semester education fee: \$100 per family (due Wednesday, **December 6, 2017**)
- First Communion (2nd grade) fee: \$35 per child (due on registration day, June 24/25, 2017)
- Confirmation (8th grade) fee: \$35 per child (due on registration day, June 24/25,20-17)
- Parents/guardians will receive an invoice for the second semester fee.

- All payments are to be made payable to: Trinity Catholic Academy Religion Education. Payments can be dropped off at the school office during regular school hours.
- Optional: All fees for the year can be paid on registration day.
- Financial assistance is available for qualifying families.

Staff

<u>Grade</u>	<u>Teacher/Room Number</u>	<u>Teacher Asst.</u>	<u>Contact Info.</u>
1	Mrs. Mary Kaye Happ (1)	Ms. Kathy Hayden	mkhapp@lasallecatholic.org
2	Mrs. Tanya Smith (K) Mrs. Kelly Picco (2)	Mrs. Beth Snyder Karen Dutkiewicz	tsmith@lasallecatholic.org kpicco@lasallecatholic.org
3	Mrs. Barb Derix (3)	Christopher Sanchez	bderix@lasallecatholic.org
4	Ms. Mikayla Kunkel (4)	Mrs. Staci Sessler	mkunkel@lasallecatholic.org
5	TBA (5)	Mrs. Sue Garland	TBA
6	Ms. Jaiclyn Brown (6)	Mrs. Mary Pryde	jmbrown@lasallecatholic.org
7	Mrs. Elyssa Albers (7)	Treva McPhedran	ealbers@@lasallecatholic.org
8	Fr. Jacob Valle		frvalle@lasallecatholic.org

Location

All classes will be located at the main campus of TCA (4th and Gooding/Marquette).

No classes will be located at Holy Rosary or St. Patrick parish office. Grades 1-3 are located in the lower level. Grades 4-8 will be located on the main floor of the building. Everyone will enter and exit through the main entrance. At 4 PM, the doors will lock and anyone entering the building must use the buzzer for permission to enter the building

Drop Off Procedure

Drop-Off Time: 3:50 P.M. (Students will not be allowed in the building before 3:50 PM).

Traffic will be directed in a one-way pattern. All traffic must **enter** 4th Street at Gooding Street and **exit** at Marquette Street. **Note: Drop off map (p. 11).**

Dismissal/Pick-up Procedure: Vehicles can park in any parking area excluding

parking spaces in front of the school on 4th Street between Gooding and Marquette. To ensure the safety of dismissed students, both streets will be blocked with barricades from 4:45-5:05 PM.

Parents or guardians of students in grades 1-3 are encouraged to meet your child in front of the school at the school entrance.

Dress Code

The dress code will be followed for every session beginning with the first session of the year. At TCA, we believe students and staff should modestly dress for success. The following code will be required:

Shirts: Shirts must be a solid color with no slogans.

Pants: Blue/black jeans or khaki will be allowed. Rips or tears will **not** be allowed on pants. Athletic wear (ex. yoga, spandex, and leggings) will **not** be allowed. Knee length shorts are allowed but are **not** allowed on Mass days.

Shoes: Standard style shoes or clean athletic shoes are to be worn. If shoes require laces, laces must be worn and tied. Flip-flops or strapless shoes are not allowed.

Sweatshirts: Hoodies will **not** be worn in class.

School and Classroom Expectations and Guidelines:

- *Everyone has the right to come to school and have a good day!*
- Students are required to follow and respect each teacher's classroom expectations.
- No fidget spinners are allowed in class.
- No personal cell phones or other personal electronic equipment are to be used in class. Teachers have the authority to collect the devices before class and return them at the end of class.
- Students are not allowed to leave the classroom without a teacher's permission
- Parents will be notified by the program staff regarding unacceptable student behavior. TeacherEase.com will be used to communicate a discipline notice.

Attendance Requirements

Trinity Catholic Academy Religious Education Program has attendance and tardy requirements to avoid loss of instruction time in the classroom. Students are required to be in their assigned seats at the beginning of class, 4 P.M. Excused absences **must** be reported to the school by a parent/guardian. The following policy will be enforced:

Documented attendance: Teachers will record attendance for each class using TeacherEase.com.

Tardy: Students will be allowed 3 unexcused tardy arrivals per semester. A student is considered tardy if they are not in their classroom at 4 PM. If students accumulate 3 tardy arrivals, a student will **no longer be allowed to continue in the program.**

Absence: Students with 3 unexcused absences, per semester, will **no longer be allowed to continue in the program.**

NOTE: IF A STUDENT IS REMOVED FROM THE PROGRAM DUE TO TARDINESS OR UNEXCUSED ABSENCES, PAID FEES WILL NOT BE REIMBURSED.

Curriculum

Grades 1-8 will receive instruction with a variety of differentiated resources. To align the program with full-time TCA students, grades 1-7 will use *Finding God*-Loyola Press as the required textbook. Grade 8 will receive instruction from the *Chosen Series*-Ascension Press.

Students will also attend Mass for Holy Days of Obligation, as well as, scheduled times for the Sacrament of Reconciliation.

Assessment

To indicate active participation by the student and families, teachers will use a variety of formal and informal assessments throughout the course of the program. Examples may include: homework, quizzes, tests, essays, memorized prayers, and grade level knowledge of the Catholic Faith. Most likely, students will be required to complete some form of assessment each week at home or in class. 8th grade students will be required to complete an approved service project as part of Confirmation preparation.

Students will also receive a progress report/report card. Parents can also access TeacherEase.com, at any time, to view a student's progress. If a student is failing, the parents will be notified. Student removal from the program may be considered if a student is failing.

Discipline Policy

Our students, through their personal conduct, should reflect Jesus and his teachings. On those occasions when this attitude is not evident, the following steps will be taken to guide the students in Christian behavior.

As professionally prepared persons, the teachers, staff and volunteers will be expected to use their own methods of disciplining students who behave inappropriately. This approach should always be of a consistent positive nature. An appropriate consequence, which relates to the misbehavior will be given by the teacher and seen to completion by the student.

Discipline – Jurisdiction: Trinity Catholic Academy has jurisdiction over its students during the regular school day. The school’s jurisdiction includes any school related activity, regardless of time and location.

Acts of Disobedience

The following are considered serious misbehavior and could possibly result in the student receiving after class detentions or being sent to the principal for more serious punishment. Prior to completion of detention, parents/guardian will be notified.

- Disruptive behavior in the churches, classroom, on or near school property, or at school related functions.
- Cheating on any academic work.
- Possession of, use of, or distribution of alcohol, cigarettes, drugs, or any other substance or weapon which is otherwise unlawful for a student to possess, use, or distribute. (See Diocesan Weapons Policy D150 Appendix D, CDOP.ORG)
- Fighting or assaulting any person.
- Theft or intentional damage to or destruction of school property, or personal property of other.
- Other acts which directly or indirectly jeopardize the physical or psychological health, safety, and welfare of self and others at school.
- Insubordination to school personnel.
- Verbal abuse or use of profanity, obscenity, or obscene gestures.
- Intimidating or attempting to intimidate school personnel, staff or students. (See Diocesan Harassment Policy C 401 Appendix E, CDOP.ORG)
- Use of school computers to obtain, copy and/or disseminate inappropriate materials, including, but not limited to pornographic, violent or hate-inspiring topics.
- Any activity that is considered by the administration to interfere with the best interests of the school, its mission, and/or its students, faculty and staff.
- Gang related activities: display or possession of gang related paraphernalia, drawing gang graffiti, and using signs and signals in furtherance of gang activity.
- Bullying (See Diocesan Bullying Policy D 147 Appendix F CDOP.ORG)

Search and Seizure Searches of students will be conducted according to the *reasonable person* doctrine of tort law. Reasonable cause will be held to exist when an administrator has reliable knowledge about the whereabouts of illegal or dangerous material on campus. Reasonable cause might include anonymous phone calls or rumors.

Harassment In the caring and supportive atmosphere of Trinity Catholic Academy, we strive to honor the dignity of one another with respect and courtesy. If we fail to give this respect to one another, our Catholic faith calls us to give witness to the Gospel and seek truth and justice in restoring the bond that has been broken within this community.

(See Diocesan Harassment Policy Appendix B, CDOP.ORG)

All faculty, staff, and students of Trinity Catholic Academy should have the reasonable expectation of working and interacting in an environment where they receive respect and are surrounded by Christian values. Harassment of any type – verbal, physical, visual, or sexual is opposed and will not be tolerated. The term “harassment” includes, but is not limited to, slurs, jokes, or any other form of verbal, graphic, or physical contact which reflects adversely on an individual’s race, color, sex, religion, national origin, citizenship, age marital status, veteran status, or mental, physical, or academic handicap. Harassment of any person on school grounds or at any school-related function or by any employee while acting as a representative of this institution is not acceptable. Any individual judged harassing another will be subject to appropriate disciplinary action.

Engagement in online blogs such as, but not limited to, Facebook, Twitter, Instagram, Snapchat, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students or the parish.

What to Do If You Are Harassed

- a. Students should tell the person harassing them what their feelings are and ask him or her to stop.
 - b. If this is too difficult to do alone, the student should seek help from a teacher, parent, friend, or the principal of the school
 - c. If the behavior is repeated or is a major offense, report it to a teacher or the principal.
 - d. After an investigation that proves the report to be true, the harasser will be subject to suspension or expulsion
 - e. A written record of the harassment will be recorded and put into the student’s file.
- (See Diocesan Harassment Policy C-401 Appendix E, CDOP.ORG)

Bullying - All elementary and secondary schools of the Diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation, including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, put downs or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities. (See Diocesan Bullying Policy D-147 as Appendix F,

General Guidelines for Assessing Discipline Penalties

When imposing discipline, school personnel will adhere to the following guidelines:

- a. Discipline will be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
- b. Students will be treated in a fair and equitable manner. Discipline will be based upon a careful assessment of the circumstances of each case. Factors for consideration will include:
 1. seriousness of the offense
 2. student's age
 3. frequency of misconduct
 4. student's attitude
 5. potential effect of the misconduct on the school environment
- c. School administration has final authority

Permanent Dismissal As soon as it becomes evident that expulsion of a particular student is necessary; the principal will consult with the pastor and advise the parents or guardians of the child and the child's teacher(s).

Communication (Teacherease.com) In order to have access to TeacherEase.com, parents or guardians are **required** to have an email account. Most communication with the school staff and teachers regarding a child's grades, progress reports, discipline, assignments, announcements, and any relevant information regarding the program will be through TeacherEase.com.

Safe Environment Training: Any adult acting as a teacher's assistant or a volunteer is required to complete a Safe Environment Training Course and background check. The course is offered to all parents/guardians through Trinity Catholic Academy. Please contact the school office for dates and time.

Religion Education Class Schedule

2017-18

Date	Event
Wednesday, August 23	Classes begin grades 1-8
Wednesday, August 30	Classes 1-8
Wednesday, August 30	Parent Open House (grades 1-7) in TCA gym 4:30-5:00 PM (ONE PARENT/GUARDIAN MUST ATTEND) Parent Confirmation Meeting 6:30-7:00 PM-TCA Gym
Wednesday, September 6	Classes 1-8
Wednesday, September 13	Classes 1-8
Wednesday, September 20	Classes 1-8 Confirmation Sponsor Forms Deadline
Wednesday, September 27	Classes 1-8
Saturday, September 30	Confirmation Retreat 9 AM-3PM (8th grade only-requirement for Confirmation)

Wednesday, October 4	Classes 1-8
Sunday, October 8	Confirmation Mass @ Cathedral-Peoria Time: TBA
Wednesday, October 11	Classes 1-8
Wednesday, October 18	Classes 1-8
Wednesday, October 25	Classes 1-8
Wednesday, November 1	Classes 1-8 (Mass-All Soul's Day)
Wednesday, November 8	Classes 1-8
Wednesday, November 15	Classes 1-8
Wednesday, November 29	Classes 1-8

Wednesday, December 6	Classes 1-8 -2 nd grade First Confession-See Sacramental Calendar
Wednesday, December 13	Classes 1-8
Wednesday, December 20	Classes 1-8
December 21-January 9	Christmas Break-No Classes
Wednesday, January 10	Classes 1-8
Wednesday, January 17	Classes 1-8
Wednesday, January 24	Classes 1-8
Wednesday, January 31`	Classes 1-8 Catholic School's Week

Wednesday, February 7	Classes 1-8
Wednesday, February 14	Classes 1-8 (Mass-Ash Wednesday)
Wednesday, February 21	Classes 1-8
Wednesday, February 28	Classes 1-8
Wednesday, March 7	Classes 1-8
Wednesday, March 14	Classes 1-8
Wednesday, March 21	Classes 1-8
Wednesday, March 28	Classes 1-8

March 29-April 10	Easter Break-No Classes
Wednesday, April 11	Classes 1-8
Wednesday, April 18	Classes 1-8
Wednesday, April 25	Classes 1-8
Wednesday, May 2	Classes 1-8
Wednesday, May 9	Classes 1-8
Wednesday, May 16	Classes 1-8 Last Day of Classes

Sacramental Calendar
2017-18

Event	Date	Time	Location
First Day of Class	Wednesday, August 23	4:00 PM	TCA School Building
TCA-RE Parent Meeting Grades 1-8	Wednesday, August 30	(1) 4:30 PM -5:00 PM (2) 5:00 PM-5:15 PM	(1) Parents-gym (2) classrooms
Confirmation-Parent Meeting (8th grade parents)	Wednesday, August 30	6:30 PM-7:00 PM	TCA gym
Confirmation Retreat (for Confirmandi only)	Saturday Sept. 30	9:00 AM-3:00 PM	Holy Rosary
Confirmation Mass	Sunday, October 8	3 PM	Cathedral-Peoria
Confirmation Sponsor Form Due	Wednesday, September 20	N/A	Mrs. Myers or parish office
1st Recon. Parent Meeting	Tuesday, November 28	7 PM	St. Patrick
1st Reconciliation	(1) Mon., Dec 4 (2) Tues., Dec. 5 (3) Wed, Dec. 6	(1) 4-6 PM (2) 6-8 PM (3) 6-8 PM	(1) Holy Rosary (2) St. Hyacinth (3) St. Hyacinth
Christmas Break --NO CLASS--	Wednesday, December 27 Wednesday, January 3	--NO CLASS--	--NO CLASS--
1st Communion Parent Meeting	Tuesday, March 13	7 PM	St. Patrick
1st Communion Mass	Sunday, April 29	Noon (Spanish) and 3 PM (English)	St Hyacinth
Last Day of Class	Wednesday, May 16	4:00 PM	TCA School Building

Note: All classes begin at 4 PM and dismiss at 5 PM

