



# **TRINITY CATHOLIC ACADEMY**

Religion Education Handbook  
2018--2019

*In our school, every day, we learn, love, and pray.*



# Table of Contents

<b>Religion Education Program.....</b>	<b>2</b>
<b>Contact Information.....</b>	<b>2</b>
<b>Class-Sessions.....</b>	<b>2</b>
<b>Registration Fee.....</b>	<b>2-3</b>
<b>Staff.....</b>	<b>3</b>
<b>Location.....</b>	<b>3</b>
<b>Drop Off/Dismissal Procedure.....</b>	<b>4</b>
<b>Dress Code.....</b>	<b>4</b>
<b>School and Classroom Expectations and Guidelines.....</b>	<b>4</b>
<b>Attendance Requirements.....</b>	<b>5</b>
<b>Curriculum.....</b>	<b>5</b>
<b>Assessment.....</b>	<b>5</b>
<b>Discipline Policy.....</b>	<b>6-8</b>
<b>Permanent Dismissal.....</b>	<b>8</b>
<b>Communication-RenWeb .....</b>	<b>8</b>
<b>Safe Environment Training.....</b>	<b>9</b>
<b>Religion Education Class Schedule .....</b>	<b>10-11</b>
<b>Drop off Map .....</b>	<b>12</b>

### **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 4<sup>th</sup> Street, La Salle, IL 61301

School Email: [tcasaints@lasallescatholic.org](mailto:tcasaints@lasallescatholic.org)

Parish Office: 815-223-0641

LaSalle Catholic Parishes Website: [www.lasallescatholic.org](http://www.lasallescatholic.org)

Deb Myers: [dmyers@lasallescatholic.org](mailto:dmyers@lasallescatholic.org)

Father Carlson: [fcarlson@lasallescatholic.org](mailto:fcarlson@lasallescatholic.org)

### **Class-Sessions (time)**

Religion Education classes will begin Wednesday, August 29, 2018 through Wednesday, May 8, 2019. Each session will begin ***promptly*** at 4 P.M. and dismiss at 5 P.M.

**Note:** See the attached calendar (p. 10-11) 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, August 4-5, 2018)
- 2nd semester education fee: \$100 per family (due Wednesday, **December 5, 2018**)
- First Communion (2<sup>nd</sup> grade) fee: \$35 per child (due on registration day, August 4-5, 2018)
- Confirmation (8<sup>th</sup> grade) fee: \$35 per child (due on registration day, August 4-5, 2018)

- Parents/guardians will receive an invoice for the second semester fee.
- All payments are to 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 LEVEL</u>	<u>TEACHER NAME</u>	<u>TEACHER AIDE</u>
<u>1</u>	<u>Amy Turri</u>	<u>Kathy Hayden</u>
<u>2</u>	<u>Gina Baker</u>	<u>Sue Garland</u>
<u>3</u>	<u>Barb Derix</u>	<u>TBA</u>
<u>4</u>	<u>Barb Crew</u>	<u>Beth Snyder</u>
<u>5</u>	<u>Claire Kunkel</u>	<u>TBA</u>
<u>6</u>	<u>Natalie Springer</u>	<u>Mary Pryde</u>
<u>7</u>	<u>Leah Daugherty</u>	<u>Treva McPhedran</u>
<u>8</u>	<u>Father Carlson</u>	<u>TBA</u>

**First Communion(2nd) and Confirmation (8th) years required a TWO YEAR PROGRAM.**

**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** 4<sup>th</sup> Street at Gooding Street and **exit** at Marquette Street. **Note: Drop off map (p. 12).**

**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 a collar 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. RenWeb 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 RenWeb.

**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**. *Sporting events will be counted as an unexcused absence.*

**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. 8<sup>th</sup> 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 RenWeb 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, putdowns 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, CDOP.ORG)

#### **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 (RenWeb)** In order to have access to **RenWeb.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 RenWeb. Students' parents will be given a Renweb account.

**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. Diocesan volunteers can take the online training for Safe Environment on the following website: <http://peoria.cngconnect.org/> Please follow the specific instructions to register an account and complete the online training video. Background check forms are available at the school office. See Mrs. Deb Myers, Principal.

<u>DATE</u>	<u>EVENT</u>
<b>August 4-5</b>	<b>1st Semester Fee and Sacramental Fee Due</b>
August 29	Classes begin grades 1-8
<b>September 5</b>	<b>Classes 1-8</b> <b>(1) TCA-RE PARENT MEETING (PARENTS-GYM)</b> <b>4:30-5:00 P.M.</b> <b>(2) PARENTS VISIT CLASSROOMS-MEET</b> <b>TEACHERS 5:00-5:15</b> <b>(3) CONFIRMATION MTG. 6:30-7 P.M. GYM</b>
September 12	Classes 1-8
September 19	Classes 1-8
September 26	Classes 1-8
<b>September 29 (Saturday)</b>	<b>Confirmation Retreat 10 a.m.-4 p.m.</b> <b>CONFIRMATION SPONSOR FORM DEADLINE</b>
October 3	Classes 1-8
<b>October 7 (Sunday)</b>	<b>Confirmation Mass-3:30 p.m.- Peoria</b>
October 10	Classes 1-7
October 17	Classes 1-7
October 24	Classes 1-7
October 31	Classes 1-7 <b>LAST DAY OF 1ST QTR</b>
November 7	Classes 1-7 <b>PROGRESS REPORTS SENT HOME</b>
November 14	Classes 1-7
November 21	No classes-Thanksgiving break
<b>Tuesday, November 27</b>	<b>1st RECONCILIATION PARENT MTG 7 PM (ST. PATRICK)</b>
November 28	Classes 1-7
<b>Tuesday, December 4 and Wednesday December 5</b>	<b>SACRAMENT OF 1ST RECONCILIATION (HOLY ROSARY)</b> <b>6 P.M. TO 8 P.M. (STUDENTS PREPARING FOR 1st</b> <b>COMMUNION AND PARENTS)</b>
December 5	Classes 1-7 <b>2ND SEMESTER FEE DUE</b>
December 12	Classes 1-7
December 19	Classes 1-7
December 21, 2018-January 7, 2019	Christmas break
January 9	Classes resume grades 1-7

January 16	Classes 1-7 <b>END OF 2ND QTR</b>
January 23	Classes 1-7 <b>PROGRESS REPORTS SENT HOME</b>
January 23	Classes 1-7
January 30	Classes 1-7
February 6	Classes 1-7
February 13	Classes 1-7
February 20	Classes 1-7
February 27	Classes 1-7
<b>March 6</b>	<b>Ash Wednesday Mass END OF 3RD QTR</b>
March 13	Classes 1-7 <b>PROGRESS REPORTS SENT HOME</b>
<b>Tuesday, 19</b>	<b>1st COMMUNION PARENT MEETING 7 P.M. ST. PATRICK</b>
March 20	Classes 1-7
March 27	Classes 1-7
April 3	Classes 1-7
April 10	Classes 1-7
April 15-April 22	Easter Break
<b>Wednesday, April 24</b>	<b>Classes 1-7 Resume</b>
May 1	Classes 1-7 <b>END OF 4TH QTR</b>
<b>Sunday, May 5, 2019</b>	<b>FIRST COMMUNION MASSES Times TBA</b>
<b>May 8</b>	<b>Last class grades 1-7 PROGRESS REPORTS SENT HOME (END OF YEAR MASS)</b>

