



ST. ROSE OF LIMA

RELIGIOUS EDUCATION

Teacher's Prayer

by James J. Metcalf

I want to teach my students how
To live this life on earth,
To face its struggles and its strife
And to improve their worth.

Not just the lesson in a book
Or how the rivers flow,
But to choose the proper path
Wherever they may go.

To understand eternal truth
And know right from wrong,
And gather all the beauty of
A flower and a song.

For if I help the world to grow
In wisdom and grace,
Then I feel that I have won
And I have filled my place.

And so I ask your guidance, God
That I may do my part,
For character and confidence
And happiness of heart.

Catechist Handbook

2023-2024

IMPORTANT INFORMATION

St. Rose of Lima Religious Education Office Staff

NAME	POSITION	PHONE #	E-MAIL ADDRESS
Cate Gosselin	Director – Parish Faith Formation	203-426-2333, ext. 1	dre@strosechurch.com
Laura DeFelice	Coordinator, Grades K – 3 & First Reconciliation and First Communion	203-426-2333, ext. 4	cre@strosechurch.com
Mary Craig	Coordinator, Grades 4 – 8 & Confirmation	203-426-2333, ext. 2	sacraments@strosechurch.com
Silvia Harper	Database Administrator & Registration	203-426-2333, ext. 3	database@strosechurch.com

Religious Education Office Hours:

(Please note these are the open office hours when we will see visitors by appointment only)

Summer Hours:

Monday – Thursday: 10:00 am – 3:00 pm
(Or by Appointment)

Friday - ***CLOSED***

School Year Hours:

Monday - Wednesday: 10:00 am – 3:00 pm
(Staff are in classroom buildings 4:00-6:00 pm)

Thursday: 10:00 am – 4:00 pm

Friday - ***CLOSED***

Saturday / Sunday - ***CLOSED***
(Building is open Sunday for classes only)

Communication:

The Religious Education office communicates information, through our weekly Newsletter. Please make sure that your email address is up to date with our office. Please notify the office of any updates to your contact information.

St. Rose Religious Education web page can be found under the Religious Ed heading of the St. Rose of Lima Church website (www.strosechurch.com).

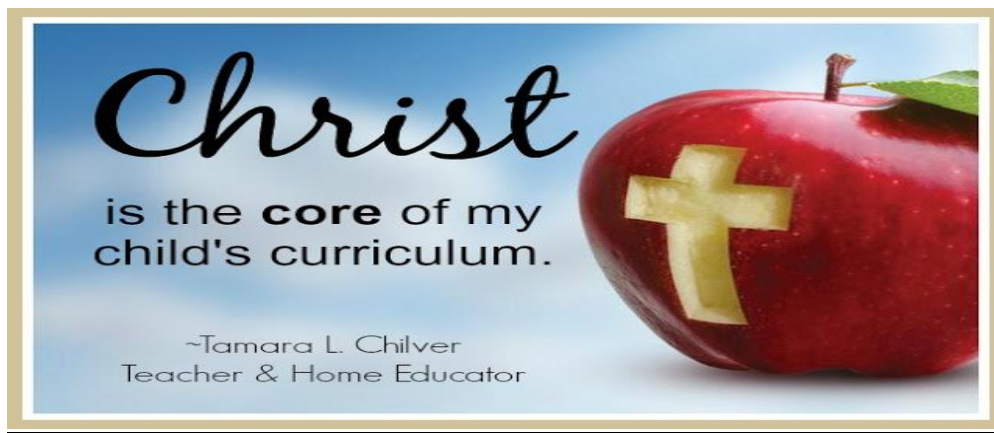
GRADE LEVEL COORDINATORS

2023-2024



Grade Level Coordinators act as liaisons between the office staff and the catechists. The coordinators are responsible for yearly updates to curriculum, updated assessments, meeting with catechists, rollout of the program in the Fall, as well as assistance with catechist concerns and questions. Coordinators are also involved in preparing for grade-specific workshops and events. Catechists should feel comfortable contacting their coordinator throughout the year for assistance.

<i>Grade</i>	<i>Coordinator</i>	<i>Email Address</i>
1	Joanne McCaffrey	grade1@strosechurch.com
2	Tammy Marks	grade2@strosechurch.com
3	TBD	grade3@strosechurch.com
4	TBD	grade4@strosechurch.com
5	Lisa Burbank	grade5@strosechurch.com
6	Frank Middleton	grade6@strosechurch.com
7	Heliett Sanchez	grade7@strosechurch.com
8	Mary Craig	sacraments@strosechurch.com
Home School	Cosmo & Sheila Civale	Homeschooling@strosechurch.com



Religious Education Curriculum

The Diocese of Bridgeport has developed curriculum guidelines to assist us in the instruction of the Roman Catholic faith, as required for each grade level. St. Rose of Lima adheres to curriculum and Diocesan guidelines. **It is essential that students complete all grade levels, starting with Grade 1. This is a prerequisite for celebrating the Sacraments (see Sacrament section).**

GRADE	THEME / TOPICS COVERED	PRAYERS TO BE LEARNED
Grade K	Introduction to Both God as Creator of all good things, and Jesus, His Son.	Introduction to the sign of the cross and how to pray.
Grade 1	Introduction to the Trinity, Holy Family, Holy days of Christmas and Easter	Sign of the Cross; Our Father, Hail Mary and Glory Be
Grade 2	Jesus forgives our sins; Preparation and receipt of First Reconciliation. Jesus lives in the Eucharist; Preparation and Receipt of First Communion.	Act of Contrition, as well as those learned in Grade 1.
Grade 3	Introduction to our role in the Church and our relationship with Jesus. How to pray the Rosary.	Apostles Creed, as well as those learned in Grade 1 and Grade 2.
Grade 4	The 10 Commandments, Beatitudes and Mysteries of the Rosary.	<i>Students should be comfortable reciting all learned prayers. Know the Commandments and their order.</i>
Grade 5	Introduction to the Seven Sacraments.	<i>Students should be comfortable reciting all learned prayers.</i>
Grade 6	Introduction to the Bible; Students receive their own copy of the bible. Introduction to the Old Testament.	<i>Students should be comfortable reciting all learned prayers.</i>
Grade 7	Discussion of the Saints; Choosing a Confirmation (saint) name. Putting Faith in Action (Community Service.) The 7 Gifts of the Holy Spirit. Preparation and receipt of Confirmation	<i>Students should be comfortable reciting all learned prayers.</i>
Grade 8	Serving our community of faith. The 7 Gifts of the Holy Spirit. Preparation and receipt of Confirmation.	<i>Students should be comfortable reciting all learned prayers.</i>

Classroom Expectations

- Respect for everyone – teachers and students
- Be prepared for class – teachers bring supplies, copies and lessons, students bring textbooks, bible, rosary, folders, pen/pencil (as needed per grade level)
- While someone is speaking, others are listening.
- Responsible use of desks, chairs, whiteboards and work area.
- Everyone participates. This is YOUR class.
- All unfinished work will be completed at home, at the discretion and needs of the teacher.
- Religious Education staff will be contacted if there is a concern in classroom.
- Parents/guardians will be contacted immediately if the need arises (medical, behavioral, emergency).



Parents as Substitute Teachers

When introducing yourself to your student's parent/guardian, kindly ask if they would be interested in substituting in your class, should the need arise, and there are times throughout the year that we need their support and availability.

Our office will provide parents with all necessary materials and the teacher's manual to "walk" him/her through the lessons. By substitute teaching in your class, parents assist catechists and the office staff to make sure there is continuity in the classroom and we appreciate the support in your time of need.

Maintaining a Safe Environment:

In an effort to meet our responsibility to ensure a safe environment for all students and catechists, we are strictly adhering to the following very important rule...

NO FOOD (including snacks and candy) OR BEVERAGES of any kind MAY BE BROUGHT INTO THE CLASSROOMS!

We ask for your full cooperation in this very important effort. Thank you.

Classrooms and Class Dismissal:

- Arrive at least 15 minutes before each class begins to set up and prepare the room for class (rooms must remain locked until the teacher arrives) **Please note, if you have papers that need to be copied, it must be done BEFORE CLASS, or plan ahead and leave what needs to be copied in your folder the week before with a note for us to copy --- we will be happy to have it ready for the next class, please let us know you are leaving a note for us.** During class times, staff needs to be available in the hallways/classroom
- *Never leave children unattended in the classroom; collect your supplies before class.*
- Check the catechist file box **both before and after** class for attendance sheet, important announcements or handouts.
- GREET STUDENTS (and parents) AS THEY ARRIVE. This is important in establishing a working relationship with each student, making them feel welcomed, loved, interested in participating, and acknowledging any concerns the student may have on arrival.
- Take attendance and **return sheet to the catechist box before leaving for the day.** If a child is absent and you have not received a phone call, please call parent the following day to advise them what lesson they need to teach at home. If a student is frequently absent, please alert your grade-level coordinator or the office so that we can also work with the family to help get them back on track.
- **Attendance should be taken ONLY by Catechist or Aide to Catechist.** (This is a legal and binding document and should be handled as such.)
Please note: any changes to your class (additional students or removal of students) will ONLY come from the office staff. NO CHILD should be in your classroom unless they are registered and listed on your attendance sheet.
- **Establish classroom rules with children** on the **first** day of class.
- **Know emergency procedures for the safety of your class** (i.e., Emergency exits, lockdown procedures, see attached information).
- If there is an incident that requires first aid, please contact a staff member immediately.
A First Aid Kit is located in the following locations:
St. Rose School RE Closet
Holy Innocents – Kitchen
38 Church Hill – Copy Room
If necessary, an accident report form will need to be completed after first aid has been rendered.
- Five minutes before class ends, ask children (or your classroom aide) to clean the top of the tables with non-toxic wipes or Mr. Clean sponge, pick up anything left on the floors.
- **At the end of class, all students in Grades K - 8 wait for parents IN THE CLASSROOMS. Please do not leave students unattended. You must wait for every child to be picked up. If a child has not been picked up and you need to leave, please see a staff member for assistance.**

Job Responsibilities of Classroom Aides

- Be a role model for the students at all times.
- Arrive at least 15 minutes before class to help teacher set up room and greet students.
- Assist teacher in last minute preparations for class (making copies, handing out papers, supplies, etc.).
- Meet and greet each student in an enthusiastic and friendly manner --- reflect the joy of Christ!

- Mingle with the students – find opportunities to help them during the class – observe students who are having difficulty and help them.
 - Look for ways to be useful to the teacher and the children.
 - Ask the teacher if there is anything you can do to help prepare for next week's class during times when your assistance is not needed.
- Assist the teacher in encouraging the students to cooperate for group or individual activities.
- Assist the teacher in maintaining classroom discipline and respectful behavior
- At the end of class encourage and help students...
 - Clear and clean tables with wipes (if needed).
 - Reposition all chairs to original configuration- make sure they are straight and the room looks neat
 - Erase any writing done on white board during class time
 - Pick up any trash or objects from the floor and place in wastebasket

Student Textbooks

Grade level textbooks are the principle teaching resource used in each class and it is important that the student brings it to class every week. Since some of the student's work/activities are completed in the textbook during class, it does not serve the student to be without their own copy of the textbook. Students in the 6th, 7th, and 8th grades should also bring their bibles to class each week. **Students are responsible for bringing their own pens/pencils weekly to class, as it shows responsibility and preparedness.** We kindly request parents/guardians assist your children, especially younger students, in this responsibility. Thank you.

Catechists are encouraged to use various methods in teaching their students, this includes and is not limited to, textbook, meditations, music, art activities, community based service, etc. **Parents, as primary educators of our faith, must support the catechists by reviewing with their child/ren what they learned during class, what was covered in the student book, and/or discuss any artwork or crafts that the children bring home and how it relates to the week's lesson.**

Formation Assessments and Progress Reports

Formal assessments will be given throughout the year, either in the form of chapter quizzes, unit reviews or tests, half-year assessments or online quizzes. The type of assessment is based on the grade level and the decision of the Religious Education office. Any assessment is based on textbook topics and formal prayers taught in the grade level. All assessments are sent home to parents with the intention that parents will work with their child to reinforce and increase fundamental knowledge of the Catholic faith and practice with their child any prayers that he/she is struggling to recite.

Progress Reports will be handed out to all students at the mid-year. The progress report will carry the following information: Attendance/Tardiness; Comprehension of concepts for the particular grade; Formal prayers to be learned and recited for the particular grade. There is also a comment section for catechists to share concerns and successes with the parents/guardians. Parents/guardians should review this progress report with their child and return to the catechist.

Closings/Cancellations

Sunday

- If inclement weather is expected or occurring, we will try to make a decision ASAP (Saturday evening if possible; no later than 8am on Sunday) whether to cancel religious education classes on Sunday. Please refer to the parish website www.strosechurch.com, your personal email from our office or social media.

Monday, Tuesday & Wednesday

- If the Newtown Public School System cancels classes or has early dismissal due to inclement weather, all Religious Education classes are also cancelled.
- If public school dismisses at the regular time but inclement weather is getting worse, we will try to decide ASAP whether to have religious education classes that day. If we cancel we will send out notice by email; parish website announcement (www.strosechurch.com); and place a cancellation message on the Religious Education Office telephone answering machine when possible.

Please make sure to bring your class list with parent phone numbers home with you since you may need to contact your class to let them know of a cancellation if it is last minute.

SUMMARY

The mission of the St. Rose Religious Education program is to offer a practical and fully engaging religion instruction to students in grades 1 – 8, with each grade paying particular attention to the teachings of the Catholic Faith, as advised by the Diocese of Bridgeport.

Our mission is to foster the faith of our youngest parishioners and those of the greater Newtown community to understand their faith, develop a relationship with God, and a spirit of compassion and service for their “neighbors”. We as a faith filled community could not do this without your commitment to our children. In many instances you may be the only adult in their life, that has a personal relationship with Jesus Christ, and we are grateful for you sharing that relationship with our children.

Thank you for your dedication and devotion. We pray for a safe and healthy Religious Ed year.

Signed,

Cate Gosselin, Director of Religious Education

Revised 5/24/2023