

St. Elizabeth Ann Seton Church  
280 E. Square Lake Road  
Troy, MI 48085

# 2011-2012 Religious Education Programs Handbook



## VISION FOR CATECHESIS

**“JESUS Christ is the merging center of evangelization and the heart of catechesis. Christ, the first evangelist, is himself the Good News who proclaims the Kingdom of God and accomplishes the salvation of all by his redemptive suffering, death, and resurrection. Catechesis unfolds the fullness of God’s eternal plan entirely in the person of Jesus Christ. He is “the way, the truth, and the life.” (Jn 14:6)**

## Religious Education Office Hours

Tuesday 9:00 a.m. – 4:00 p.m.

Monday, Wednesday, Thursday  
2:00pm – 8:00pm

CLOSED FRIDAY

If you have questions, please contact:  
Mrs. Barbara Bacci-Yugovich, M.A., PCL (Parish Catechetical Leader)  
248-879-1314  
DREBarbara@saintliz.org

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**RELIGIOUS EDUCATION PROGRAM CALENDAR 2011-2012**

<b>FIRST SEMESTER SCHEDULE</b>	
Sunday, Sept. 18, 2011	11:am Mass Catechetical Sunday- Catechist/Aide Commission ion
Sunday, Sept. 18, 2011	12:15pm - 1:00pm PARENT ORIENTATION (in Church)
Saturday, Sept. 24, 2011 MANDATORY	9:am - 11:am MANDATORY Catechist & Aide Meeting
Sunday, Oct. 2, 2011	9am-10am Session and 11am-12 Session-Good Shepherd
Sunday, Oct. 2, 2011	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Wednesday, Oct. 5 / Thursday, Oct. 6, 2011	5-6:30pm / 6:00-7:30pm R.E. Classes
Sunday, Oct. 9, 2011	9:am Mass- CLW
Sunday, Oct. 9, 2011	11:am Mass- CLW
Wednesday, Oct. 12 / Thursday, Oct. 13, 2011	5-6:30pm / 6:00-7:30pm R.E. Classes
Sunday, Oct. 16, 2011	9am-10am Session and 11am-12 Session-Good Shepherd
Sunday, Oct. 16, 2011	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Wednesday, Oct. 19 / Thursday, Oct. 20, 2011	5-6:30pm / 6:00-7:30pm R.E. Classes
Saturday, Oct. 22, 2011	9:am - 11:30am 7th Grade Confirmation Retreat @ SEAS
Sunday, Oct. 23, 2011	8th Grade Retreat @ Subiaco Retreat Center
Wednesday, Oct. 26 / Thursday, Oct. 27, 2011	5-6:30pm / 6:00-7:30pm R.E. Classes - W/ Rosary in Church
Wednesday, Nov. 2 / Thursday, Nov. 3, 2011	5-6:30pm / 6:00-7:30pm R.E. Classes
Sunday, Nov. 6, 2011	9am-10am Session and 11am-12 Session-Good Shepherd
Sunday, Nov. 6, 2011	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Wednesday, Nov. 9 / Thursday, Nov. 10, 2011	5-6:30pm / 6:00-7:30pm R.E. Classes
Saturday, Nov. 12, 2011	9:am 6th Grade Retreat / Temple Bethel
Sunday, Nov.13, 2011	9:am Mass-CLW
Sunday, Nov.13, 2011	11:am Mass- CLW
Wednesday, Nov. 16 / Thursday, Nov. 17, 2011	5-6:30pm / 6:00-7:30pm R.E. Classes
Sunday, Nov. 20, 2011	9am-10am Session and 11am-12 Session- Good Shepherd
Sunday, Nov. 20, 2011	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Wednesday, Nov. 23 / Thursday, Nov. 24, 2011	THANKSGIVING -- NO R.E. Classes
Wednesday, Nov. 30 / Thursday, Dec. 1, 2011	5-6:30pm / 6:00-7:30pm R.E. Classes
Sunday, Dec. 4, 2011	9am-10am Session and 11am-12 Session- Good Shepherd
Sunday, Dec. 4, 2011	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Wednesday, Dec. 7, / Thursday, Dec. 8, 2011	5-6:30pm / 6:00-7:30pm R.E. Classes
Sunday, Dec.11, 2011	9am Mass- CLW
Sunday, Dec.11, 2011	11am Mass- CLW
Wednesday, Dec. 14 / Thursday, Dec. 15, 2011	5-6:30pm / 6:00-7:30pm R.E. Classes
Sunday, Dec 18, 2011	9am-10am Session and 11am-12 Session- Good Shepherd
Sunday, Dec 18, 2011	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Wednesday, Dec. 21 / Thursday, Dec. 22, 2011	5-6:30pm / 6:00-7:30pm R.E. Classes
Wednesday, Dec. 28 / Thursday, Dec. 29, 2011	CHRISTMAS -- NO R.E. Classes

**RELIGIOUS EDUCATION PROGRAM CALENDAR 2011-2012**

<b>TENTATIVE SECOND SEMESTER SCHEDULE</b>	
Wednesday, Jan. 4 / Thursday, Jan. 5, 2012	5:00-6:30pm / 6:00-7:30pm R. E. Required Circle of Grace Lesson
Sunday, Jan. 8, 2012	9am-10am Session and 11am-12 Session-Good Shepherd
Sunday, Jan. 8, 2012	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Wednesday, Jan. 11 / Thursday Jan. 12, 2012	5:00-6:30pm / 6:00-7:30pm R. E. Classes & Progress Reports
Sunday, Jan. 15, 2012	9am Mass- CLW
Sunday, Jan. 15, 2012	11am Mass- CLW
Wednesday, Jan. 18 / Thursday Jan. 19, 2012	5:00-6:30pm / 6:00-7:30pm R. E. Classes
Sunday, Jan. 22, 2012	9am-10am Session and 11am-12 Session-Good Shepherd
Sunday, Jan. 22, 2012	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Wednesday, Jan. 25 / Thursday, Jan. 26, 2012	5:00-6:30pm / 6:00-7:30pm R. E. Classes
Wednesday, Feb. 1 / Thursday, Feb. 2, 2012	5:00-6:30pm / 6:00-7:30pm R. E. Classes
Sunday, Feb. 5, 2012	9am-10am Session and 11am-12 Session- Good Shepherd
Sunday, Feb. 5, 2012	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Wednesday, Feb. 8 / Thursday, Feb. 9, 2012	5:00-6:30pm / 6:00-7:30pm R. E. Classes
Sunday, Feb. 12, 2012	9:am Mass- CLW
Sunday, Feb. 12, 2012	11:am Mass- CLW
Wednesday, Feb. 15 / Thursday, Feb. 16, 2012	5:00-6:30pm / 6:00-7:30pm R. E. Classes
Sunday, Feb. 19, 2012	9am-10am Session and 11am-12 Session- Good Shepherd
Sunday, Feb. 19, 2012	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Sunday, February 26, 2012	9:am Mass - 12:noon 1 <sup>st</sup> Reconciliation Retreat
Wednesday, Feb. 22 / Thursday, Feb. 23, 2012	5:00-6:30pm (Ash Wed.) / 6:00-7:30pm R. E. Classes
Wednesday, Feb. 29 / Thursday, Mar. 1, 2012	5:00-6:30pm / 6:00-7:30pm R. E. Classes
Sunday, Mar. 4, 2012	9am-10am Session and 11am-12 Session- Good Shepherd
Sunday, Mar. 4, 2012	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Wednesday, Mar. 7 / Thursday, Mar. 8, 2012	No R.E. Classes- S.O.V. Catechist Retreat -Thur. Mar. 8th. Required
Saturday, Mar. 10, 2012	2:00pm 1 <sup>st</sup> RECONCILIATION
Sunday, Mar. 11, 2012	9:am Mass- CLW
Sunday, Mar. 11, 2012	11:am Mass- CLW
Wednesday, Mar. 14 / Thursday, Mar. 15, 2012	5:00-6:30pm / 6:00-7:30pm R. E. Classes
Sunday, Mar. 18, 2012	9am-10am Session and 11am-12 Session- Good Shepherd
Sunday, Mar. 18, 2012	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Wednesday, Mar. 21 / Thursday, Mar. 22, 2012	5:00-6:30pm / 6:00-7:30pm R. E. Classes W/ Stations of the Cross
Sunday, Mar. 25, 2012	9:AM Mass - 12:noon 1 <sup>st</sup> Eucharist Retreat
Wednesday, Mar. 28 / Thursday, Mar. 29, 2012	5:00-6:30pm / 6:00-7:30pm FINAL R. E. Classes & Progress Reports
Sunday, Apr. 1, 2012	9am-10am Session and 11am-12 Session- Good Shepherd
Sunday, Apr. 1, 2012	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation
Saturday, Apr. 14, 2012	5:00pm Mass SOLEMN FIRST EUCHARIST
Sunday, Apr. 15, 2012	9am-10am Session and 11am-12 –Final Session- Good Shepherd
Sunday, Apr. 15, 2012	9:45 (Includes Mass) - 12:00 7th & 8th Grade RE/Confirmation- Interviews and sign up for Service Workshop for
Tuesday, May 15, 2012	7:00pm CONFIRMATION MASS – Bishop Hanchon

**St. Elizabeth Ann Seton  
Catechetical Programs  
2011-2012**

**Note: Registration Forms for the following programs are due no later than September 12<sup>th</sup>.  
Parent Orientation is on Catechetical Sunday, September 18<sup>th</sup>, at 12:15-1:00pm, in Church-following the 11:00am  
Mass.**

**PROGRAMS DIRECTED BY: BARBARA YUGOVICH, PCL**

**Catechesis of the Good Shepherd-Level One:**

*The Catechesis of the Good Shepherd* is a Montessori-based religious formation program for children, beginning at the age of three. It seeks to create and facilitate a sacred, “hands on” environment for children called an *atrium*, in which both the children and the catechists can hear, ponder, and celebrate the most essential mysteries of the Christian faith as revealed in the Scriptures and Liturgy. Originally developed in Rome by Sophia Cavalletti and Gianna Gobbi in 1954, the Catechesis has since spread worldwide. There are three levels to this program. St. Elizabeth Ann Seton opened a level one atrium in 2010 for age 3 children. In 2011, we will have two, level one atrium sessions for 3-4 year old children. Two monthly sessions will be offered this year: Please see the 2011-2012 Religious Education Calendar posted on the parish web site for the dates of these sessions ([www.rc.net/detroit/seas](http://www.rc.net/detroit/seas)). Please complete the Religious Education Registration Form to register for this program.

**Religious Education for Grades 1-6:**

The goal of the religious education program for grades one-sixth is three-fold:

- To form our children into disciples who act with the mind and heart of Christ.
- To guide our children into hearing and living God’s Word in scripture and the lived tradition of the community.
- To support the entire parish community (families and catechists included) as the baptized members of the Church hand on the faith through faith sharing and witness of daily life.
- Each year builds upon the next, so annual attendance is required.

The catechists facilitate the children’s growth in faith through weekly lessons from the *Called to Faith Series*, published by Our Sunday Visitor. This program provides prayer, Scripture, Church doctrine, lives of the Saints, as well as cultural customs and celebrations of our faith. These classes are offered on Wednesdays and Thursday evenings. Please see the 2011-2012 Religious Education Calendar posted on our web site, [www.rc.net/detroit/seas](http://www.rc.net/detroit/seas).

Please use the Religious Education Registration Form to register for this program.

**Grades 7 and 8 Religious Education and Two-Year Confirmation Preparation:**

This bi-monthly Sunday program provided for our youth, offers two important formation topics: Morality and Church History. They are also preparing to receive the sacrament of Confirmation. During these years, the students, along with their parents and sponsors, journey to a deeper understanding of how they are called to choose a life of committed faith here at St. Elizabeth Ann Seton Parish. An annual retreat is required. The youth are provided a text, *Confirmed in a Faithful Community*, published by St. Mary’s Press. Please use the Religious Education Form to register for this program.



**ST. ELIZABETH ANN SETON PARISH SACRAMENT PREPARATION POLICIES**  
**FOR FIRST RECONCILIATION, FIRST EUCHARIST AND CONFIRMATION**

St. Elizabeth Ann Seton Parish Sacrament Preparation Programs recognize that the Sacraments of the church are received always within the context of our faith community. It cannot be stressed enough that preparation for the proper reception of the Sacraments is essential to forming our lives in Christ. The parish religious education program provides the building blocks of faith upon which a process of life-long learning will begin in a structured, safe and theologically sound atmosphere.

Our Sacramental preparation programs have been understood in this manner: one year's knowledge becomes the building blocks to the next year's instruction. First grade knowledge leads to second grade learning about the Sacrament of First Eucharist and First Reconciliation. At the same time, seventh grade catechesis and aspects of the sacrament of Confirmation, leads to the proximate eighth grade learning and reception of the sacrament.

**Sacraments Preparation for older children:**

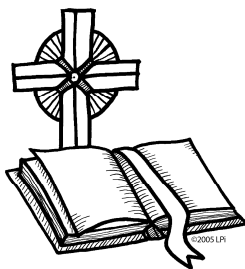
Please contact the PCL at 248-879-1314. If you have a child beyond 2<sup>nd</sup> grade that you would like to prepare for First Reconciliation and First Eucharist, please provide your child's Baptismal certificate if he/she was baptized at a Parish other than St. Elizabeth Ann Seton Parish.

**Sacrament preparation at St. Elizabeth Ann Seton Parish is a required two-year program. No one is admitted to sacrament preparation without having attended the parish Religious Education Program for both required years.**

- Attendance is required in both first and second grades.
- Attendance is required in both seventh and eighth grades.
- Seventh and eighth graders are required to participate in the Parish retreats scheduled each year and attend all Sunday classes.

**Please see Religious Education Program Calendar 2011-2012 @ [www.rc.net/det/seas](http://www.rc.net/det/seas) for Sacrament Preparation events/rites.**

**REQUIRED TRADITIONAL PRAYERS FOR  
FIRST RECONCILIATION AND FIRST EUCHARIST.**



**\*\*SIGN OF THE CROSS\*\***

In the name of the Father, and the Son,  
and the Holy Spirit. Amen.

**\*\*THE LORD'S PRAYER\*\***

Our Father, who art in heaven, hallowed be thy name.  
Thy kingdom come, thy will be done on earth as it is in heaven.  
Give us this day our daily bread and forgive us our trespasses,  
as we forgive those who trespass against us; and lead us not into  
temptation, but deliver us from evil. Amen.

**\*\*ACT OF CONTRITION\*\***

My God, I am sorry for my sins with all my heart.  
In choosing to do wrong and failing to do good,  
I have sinned against you whom I should love above all things.  
I firmly intend, with your help, to do penance,  
to sin no more, and to avoid whatever leads me to sin.  
Our Savior, Jesus Christ, suffered and died for us.  
In His name, my God, have mercy.

**\*\*HAIL MARY\*\***

Hail Mary, full of grace, the Lord is with you!  
Blessed are you among women,  
and blessed is the fruit of your womb, Jesus.  
Holy Mary, Mother of God, pray for us sinners now  
and at the hour of our death. Amen.

SEAS R.E. PROGRAM 2011-2012

REQUIRED SACRAMENTAL PRAYERS LEARNED

SIGN OF THE CROSS

Dear DRE,  
My child \_\_\_\_\_ Gr: \_\_\_\_\_ has learned how to make  
THE SIGN OF THE CROSS.

THE LORD'S PRAYER

Dear DRE,  
My child \_\_\_\_\_ Gr: \_\_\_\_\_ has learned to pray  
THE LORD'S PRAYER.

THE ACT OF CONTRITION

Dear DRE,  
My child \_\_\_\_\_ Gr: \_\_\_\_\_ has learned how to pray  
THE ACT OF CONTRITION.

THE HAIL MARY

Dear DRE,  
My child \_\_\_\_\_ Gr: \_\_\_\_\_ has learned to pray  
THE HAIL MARY.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return to the Religious Education Office by March, 2012.

**CHRISTIAN SERVICE REQUIREMENTS**

**Students in grades 1-8 must complete one service experience with their family and one in the classroom.**

The PCL determines SEAS R.E. Classroom Service Projects.

The *family service experience* must be put on the "SEAS Family Called to Serve Form" (form is on web site: [www.rc.net/seas/Detroit](http://www.rc.net/seas/Detroit)) and must be completed and returned to **Barbara Yugovich, PCL**, by March 29, 2012.

**Sample of SEAS Family Called to Serve Form**

Located on web site: [www.rc.net.det.seas](http://www.rc.net.det.seas).

**SEAS Family Called to Serve Form**  
**Grades One thru Eight**  
**2011-2012**

"It is God himself who has made us what we are and given us new lives from Christ Jesus; and long ago He planned that we should spend these lives in helping others".  
Ephesians 2:10

Family Name: \_\_\_\_\_  
Parent(s) First/Last Name

Children's Name(s): \_\_\_\_\_ Gr: \_\_\_\_\_  
\_\_\_\_\_ Gr: \_\_\_\_\_  
\_\_\_\_\_ Gr: \_\_\_\_\_  
\_\_\_\_\_ Gr: \_\_\_\_\_  
\_\_\_\_\_ Gr: \_\_\_\_\_

What service activity did you do as a family this year?

Our family chose this activity because.....

Our family experienced.....

What have you learned about your faith by doing this service project?

Please turn this form into Barbara Yugovich, DRE no later than March 29, 2012.



**SEAS PROCEDURES FOR**  
**CHILD DROP OFF, STUDENT SIGN-IN / SIGN OUT,**  
**REGULAR PICK UP, AND EARLY PICK UP**

**SEAS is liable for the welfare and safety of each child. Please review and observe the following:**

- Cars are not allowed to park along the curb in the front of the church. Please park in the lot and bring/meet your children in the building.
- All children in Grades 1-6 are to be escorted from the parking lot into classrooms.
- There is no curbside parking allowed in the front of church, all cars must park in parking spaces provided.
- Use Front Doors of the church to enter.
- Parents of children in Grades 1 thru 6 will come to the classroom to sign child/children in and out of class. Sign-In/Sign-out SIGNATURE IS REQUIRED NO INITIALS.
- Parents/car-pool drivers sign out their own children. No one may sign out a child they are not dropping off or picking up.
- SEAS cannot release your child to another adult without your written permission (See #17 on R. E. Registration Form).
- All Parents arriving with student(s) more than 10 minutes late must sign in at the desk in the Parish Office.
- Parents must stop at the Parish Office to sign out your child for early pick-up. Hall Monitor will get your child from the classroom and bring your child to the Office. Please call in advance for early pick-up.
- Students in Grades 7 & 8, Sunday R.E./Confirmation Program will sign themselves in and out in the classrooms. Students will leave through Parish Hall doors.

## ATTENDANCE

SEAS Religious Education Program has taken into account Church holidays and school breaks scheduled in local school districts. For this reason, we ask that your child attend all scheduled sessions in order to benefit from the program. Once a student has been absent twice, parents will be notified by the Parish Catechetical Leader/ PCL, to discern the reason for the absences. **Two or more unexcused absences**, determined by the PCL, will cause an incomplete year to be recorded.

In the event an absence must occur, parents must be aware of the following:

- ❑ Call 1-248-879-1314 to report the absence.
- ❑ A student marked 5 minutes late is considered "Tardy".
- ❑ A student more than 10 minutes late must be signed in by parent in the front office.
- ❑ **It is understood that TWO OR MORE UNEXCUSED ABSENCES, determined by the PCL will cause an incomplete year to be recorded.**
- ❑ **No parent contact regarding child's absence to the R.E. Office prior to class will be recorded as an unexcused absence.**
- ❑ **It is your responsibility to inform your child's coach about your child's schedule for religious education. (see Michigan State Law, pg. 7 in Family Handbook)**

## FLEX-TIME OPTION FOR GRADES 1 – 6

SEAS Religious Education Program offers a **FLEX-TIME OPTION**, for grades 1-6. This allows students to attend class each week without having an absence, due to a variety of school and outside functions that occur during the year. Parents must notify the Religious Ed. Office prior to the day that the child will be flexing. **Example: If child attends a "Wednesday" session and can't make it to class that day due to school or outside function, parent must call by Tuesday and inform R.E. Office that their child will be flexing to "Thursday" for that week.**

## HOMEWORK

It is important that all assignments are completed for the next class. Textbooks will be used in class each week. Please be sure your child has a spiral notebook for class each week. Class work will be written in this notebook. Sacramental books go home during preparation, but must be brought back to class each week.

## DRESS CODE

Casual dress is acceptable for class, however, absolutely none of the following are allowed:

- ❑ Inappropriate logos or statements on T-shirts.
- ❑ Immodest clothing: low-cut tops, exposed mid-drifts, over-sized pants.
- ❑ No sport clothing or equipment may be worn during R.E. class. Please change prior to class.
- ❑ Failure to follow these rules will result in parents being notified and they will be requested to bring in appropriate clothing for class.

## DISCIPLINE/CONDUCT

Students are expected to be respectful to the catechist and all adults. Inappropriate behavior will not be tolerated and will be corrected at once. After the first warning, the PCL will be notified. If necessary, a call to the child's parents will be made. Failure to make necessary changes will result in the dismissal of the student.

## **NO-HOME SCHOOL POLICY**

St. Elizabeth Ann Seton Parish provides the building blocks of faith upon which a process of life-long learning will begin in a structured, safe and theologically sound environment. SEAS Religious Education Program does not offer the option of home-schooling. Catechesis takes place most effectively within the context of the faith community.

## **RELEASED-TIME FOR RELIGIOUS EDUCATION**

Michigan State Law provides up to 120 minutes per week of released-time for religious instruction. It is the responsibility of parents to inform your child's coach or athletic director about his/her schedule for religious education attendance. Protection from religious discrimination is our right as citizens. Upon the request of a parent, the Parish Catechetical Leader, (PCL) will provide you with a letter verifying your child's attendance at religious education.

## **SAFE ENVIRONMENTS POLICIES**

The Archdiocese of Detroit and St. Elizabeth Ann Seton Parish require Criminal Background Checks, Teen Background Certification, and attendance at *Protecting God's Children for Adults* or *Called To Serve* (for teens) workshops. If you want to volunteer please contact the Parish Office to fulfill these safe environment policies.

## **CIRCLE OF GRACE**

The Archdiocese of Detroit and St. Elizabeth Ann Seton Parish require that the Religious Education Program provide Circle of Grace, a personal safety education curriculum for students, which meets the USCCB requirement. All SEAS religious education students will receive one safety lesson per year. The PCL will provide catechists with approved grade-level outlines.

## **SEXUAL MORALITY POLICY**

Only with explicit written permission from each parent may the catechist present sensitive sexual issues and or materials to students. Archdiocesan-approved programs for elementary, middle and high school students will be presented to parents prior to use with their children. The PCL is certified to present these approved programs.

## **SEXUAL HARASSMENT POLICY**

The Archdiocese of Detroit and St. Elizabeth Ann Seton Parish has a zero-tolerance for sexual harassment. Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be in the form of conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures and language of a sexual nature directed at facility, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment. Please notify the PCL immediately if someone in our Religious Education Program has been victimized.

## **VOLUNTEER BACKGROUND CHECK**

Only those over the age of 18 may assist in the Religious Education Programs of the parish, unless he/she has received special permission from the Pastor. ALL volunteers must complete a background check. High school volunteers are required to take the "Called to Serve Workshop".

**The Archdiocese of Detroit requires that ALL volunteers in every parish attend a 3-hour program, "Protecting God's Children". These requirements are now mandatory in the Archdiocese of Detroit. Please contact PCL, Barbara Yugovich, for parish workshops.**

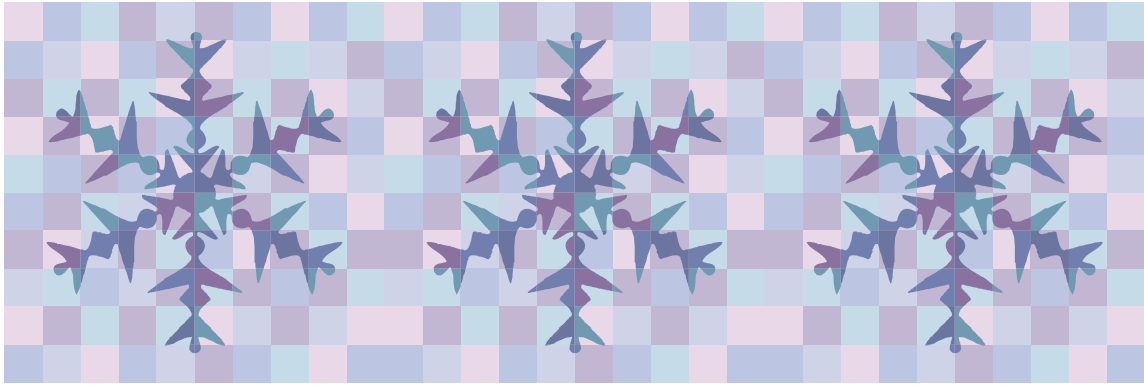
## **LEGAL ISSUES**

The Archdiocese retains lawyers who continually prepare defenses for suits of negligence, copyright abuses, child abuse and sexual harassment. We are duty-bound to exercise reasonable care of all the children entrusted to us. This includes, but is not limited to the following:

- ❑ Duty to supervise and monitor all classes at all times, and the younger the child, the higher the duty.
- ❑ Supervision includes hallway and bathroom time.
- ❑ Written policies and enforcement regarding drop-off and pick-up of our students.
- ❑ Not allowing teasing and harassment of student in our class.
- ❑ Following a "due process" for disciplinary actions.
- ❑ NEVER having a Catechist/Aide/Hall Monitor alone in a classroom with a student, with or without closed doors.
- ❑ NEVER having a Catechist/Aide/Hall Monitor drive a student home without the permission of the parents.

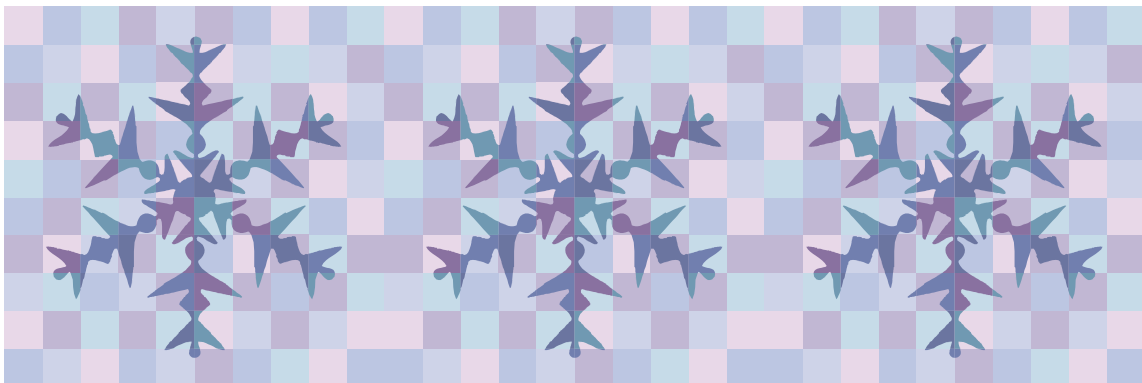
## **FIELD TRIPS & OTHER LEGAL CONCERNS**

There are three field trips this year. All three are under the direct supervision of the PCL. Grade 6 will go to Temple Bethel; Grade 7 will have a parent/student retreat at SEAS; and Grade 8 will go to Subiaco for a Confirmation Retreat. Dates for these experiences are posted on the SEAS R.E. Calendar 2011-2012.



## SEAS "SNOW DAY" PROCEDURES FOR CANCELLATION OF RELIGIOUS ED CLASSES

- CALL THE RELIGIOUS ED OFFICE AT 248-879-1314 FOR RECORDED MESSAGE OF IMMEDIATE CANCELLATION OF CLASSES FOR THAT EVENING.
- WHEN TROY SCHOOL DISTRICT CLOSES OR CANCELS FOR A SNOW DAY, WE AUTOMATICALLY CLOSE.



**SEVERE WEATHER PROCEDURES**

Weather-related school closing by the **Troy Schools** will automatically result in the closing on the Religious Education classes for that day. **To confirm cancellation of classes, call the Religious Ed. Office at 248-879-1314 for recorded message of immediate cancellation of classes for that day.** Snow days follow the Troy School District. **If your child/children do not attend Troy Schools, please note that you are responsible to be aware of the Troy closings.**

**WHEN TROY SCHOOLS CLOSE, SEAS RELIGIOUS EDUCATION CLASSES ARE CLOSED/CANCELLED**

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The PCL will monitor/receive notification of a tornado warning.  
Notification will be made to catechists using the PA system alarm.

1. Hall Monitors sweep halls and bathrooms for students.
2. **IMMEDIATE danger** – Classes take cover on inside wall of the classroom. Away from window. Cover head with coats, use book for neck protection, crouch.
3. **ADVANCE warning** – Classes are divided into the following location for cover:

**CLASSROOMS 1 & 2:**

**USE BOYS & GIRLS RESTROOMS IN CLASSROOM WING.**

**CLASSROOMS 3, 4, 5, 6 & Special Needs:**

**USE MEN'S & WOMEN'S RESTROOMS NEAR CHURCH ENTRANCE.**

**CLASSROOM 7 & 8:**

**USE COATROOM IN SOCIAL HALL.**

**PCL, ASSISTANTS, HALL MONITORS USE FATHER'S VESTING ROOM.**

4. All clear is given by the PCL.
5. No Religious Education session will begin while we are under a tornado WARNING, but will be cancelled.
6. No students are to be released from the building while we are under a tornado warning.