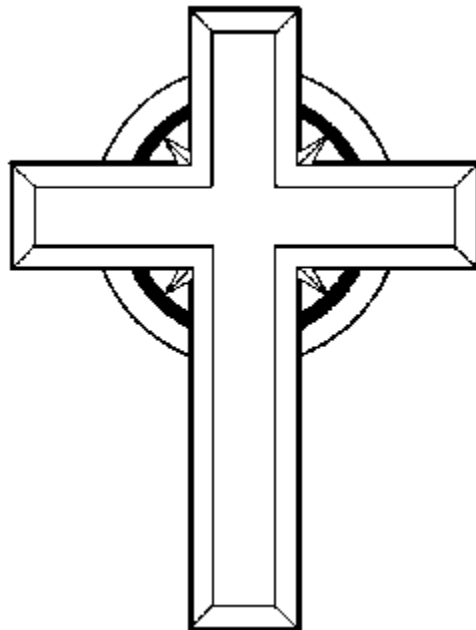


Holy Trinity Catholic Parish

Parish Religious Education Program (PREP)

Handbook 2018-2019



Aug 2, 2018

Dear PREP parents,

Welcome to the 2018-19 PREP school year! It is exciting it is to begin another year of PREP (Parish Religious Education Program). The teachers, Fr. Mike and myself are so blessed to be able to educate your child(ren) in our Catholic Faith, where everyone is welcome to learn about the love of Christ! We hope to foster an experience for your child(ren) to have an encounter with our Lord, Jesus Christ.

This year, I will be taking over the PREP program as the new DRE (Director of Religious Education). Jeff and Nikki Humason will still be around this year but will be more of a supporting role. I joined the Holy Trinity Staff in October of last year with the intent that I would be taking over the PREP program. Jeff and Nikki graciously agreed to stay around till the end of the year to help me get acclimated into the DRE position. Please come and introduce yourself to me, I would love to get to know you!

This will be a wonderful year! We are hoping to involve the parents more, whether it be sending you an email of what is going on in your child(ren)'s PREP class, or sending home discussion questions for your family, etc. Another way to involve you more is to have you sign up for weekly emails from the sacramental programs we will be using.

Our main form of contact will be through email, so please check your email often for updates and events.

If you have any questions or concerns, feel free to contact me at the Parish Office at 419 644 4014 or email me at sroof@htassumption.org.

In Christ's love,

Sarah Roof
Director of Religious Education

Arrival & Departure Policy

Students are expected to arrive in the Holy Trinity School by 9:30 am, or when Mass ends and are not allowed to enter the classroom unless their teacher is present.

Anyone involved in PREP should enter and leave, via the west end doors.

Students may not leave the classroom until they are dismissed by the teacher.

Parents should send a note with their child if they will be picked up by someone other than themselves.

PREP sessions end at 11am or when their teacher dismisses them.

When picking up students, parents should park either on the west end of the school or on the north side by the west door. Please watch for children as you leave.

Students will wait inside the building, by the windows on the west end of the building, until their parents pick them up. Rough housing will not be permitted while waiting for parents.

Behavior Policy

Students will be expected to treat their teachers and/or helpers with respect. Teachers will be addressed as Mr./Mrs./Miss.

Students will treat each other, as well as each other's belongings with respect.

Students will treat all school and parish property and the HT's teacher's belongings, including the classroom, with respect.

It is the responsibility of the student to replace a lost or damaged book.

Consequences for Disruptive Behavior

These are the consequences to expect if your child misbehaves or disrupts the class. We hope to create a good environment that nurtures learning and a chance to experience the Living God, making it a better situation for everyone involved.

1. Verbal warning from the teacher
2. 2nd verbal warning from the teacher
3. Teacher has student stand out in the hallway for 3-5 mins
Parents will be informed.
These could all happen within the same day.

4. Teacher sends student to the Director of Religious Education's (DRE) office.
When this happens, the parents will be notified.
5. Both the student and their parent will have class in the DRE's office, during the PREP time. The parent will be teaching their child, using the textbook provided. This will be the case for the rest of the semester. (Sept-Dec & Jan-April)

***DRE will support the decision of the PREP teacher.

Attendance Policy

Mass and religious education are an important part of your child's spiritual life. They should take precedence over all other activities on Sunday mornings. Students will be expected to attend class on a regular basis. As class time is limited to one day a week, a student can miss quite a bit of material if absent. Students will be expected to make up work at home. Please contact the teacher or director (DRE) as soon as possible if your child will be absent due to sickness and family emergencies. You will be contacted if your child is absent for more than three weeks in a row. If your child is absent more than half of the year, he/she may be required to repeat that grade of PREP.

Students receiving a sacrament will need one full year's attendance of PREP prior to the year of receiving the sacrament, either at our parish or another parish.

Weather Policy

In case of severe weather, listen for cancellations on local television news stations (11, 13, 24) and radio stations. If Fulton County is under a level 1, there will be PREP class. If Fulton County is under a level 2, it is up to the discretion of the DRE. If Fulton County is under a level 3, PREP classes are canceled

In the case that weather turns bad during Mass or during class, we will announce to parents during Mass (if possible) or call for parents to pick up the students. It is necessary that all parents fill out the emergency medical forms so we have phone numbers available to us in case of an emergency.

Please cut and sign this portion and return to DRE.

Parents please sign below acknowledging that you have read the PREP handbook for the 2018-2019 PREP school year. My child(ren) will adhere to these circumstances.

Signature: _____ Date: _____