

OUR LADY OF THE VALLEY

RELIGIOUS EDUCATION

TEACHERS' HANDBOOK

Grades 1-4



- PRAY - PREPARE - PRAY
- Arrive 30 minutes before classes begin. Sign-in at the office, so the Director knows you are present.
- Read teachers' letter attached to your weekly attendance sheet
- Locate supply box and book box in the classroom
- Set up a prayer table or use the one in your classroom. Arrange the room as you would like. Replace room to its original configuration at the end of the session.
- Greet students at the door
- Have "busy" work like a worksheet, to be handed out while waiting for students to gather. A "do this now" type activity, relevant to the lesson or church theme.
- Check homework assignment (if assigned) as children are working on the worksheet or "do this now" activity, and waiting for classmates to gather. This gives all the students an opportunity to complete the worksheet.
- Take attendance. (guidelines for attendance in the back of the attendance folder) Place folder in box on the organ before the prayer service. **Make a phone call to the absent student to give them their assignment from class and homework assignment.**
- If student is to leave early, they should have a note from their parent or told to you verbally at drop off. Place note in attendance folder. Reminder: Student should only be dismissed to an authorized adult.
- Begin class with prayer around the prayer table. Pray the prayer that has been assigned (see syllabus). Memorized prayer is one form of praying around the prayer table. Feel free to incorporate any other form of prayer that is appropriate.

- Move through lesson plan (which has been provided)
- Snack time is optional – if you do plan to have snack please be aware of any allergies in the class.
- When a student leaves the classroom make sure they use a buddy system at all times (for example: going to the restroom, going to the office, small errands, etc.)
- Homework is optional for all grades.

CHURCH:

- Please make sure that students enter church reverently. They are to bless themselves with holy water, genuflect facing the altar, and remain quiet while sitting in the pew. Please monitor students' behavior, that includes all students around you, not just your own. Reminder: You set the tone and you should model the behavior we would like the children to attain.
- You do not need to cram all your students in one pew. Use two or more pews.
- Please follow instructions given by Director for returning to class.

DISMISSAL

- If prayer service ended early and you have time to continue teaching please do so – do not think since prayer service is over class is finished. This is always a good time to review your lesson or talk about the prayer service.
- Closing Prayer – you should always end your class with a closing prayer around the prayer table. Use the prayer that is assigned for that week and anything appropriate to end the class.
- Class ends at 11:15; clean up should be done at this time – after the students are dismissed.

- Parents will come to the door of your classroom to pick up their children. If they are disturbing your class, then pull down the shade on the door. Before you dismiss the students, tell the parents what you covered during the class time and what their homework assignment is, if applicable.
- Make sure the room is returned to its original configuration.
- All supply boxes should be returned to there designated areas:
Classrooms - area you choose (not in the way of the classroom)
Parish center – in the designated areas
Parish hall – in the basement in the closet
- Substitutes – You are responsible for obtaining your own substitute. A list is provided, start there. It is best to ask a parent from your class to be available for subbing. Ask the parents on the first day of class, so you have those names if the time comes that you need a sub. If possible try to contact the sub as far in advance so you can drop off your books and help in planning the lesson.

You must let the Director know you will not be attending a class and who your sub is. If you can't get a sub, you must tell the Director. This too should be done as far in advance as possible.

- Class cancellation: On days when public schools of Wayne have been cancelled or dismissed early, there will be **no** Religious Education classes. Teachers and parents will be notified by phone and there will be an announcement on Wayne's Public Access channel.

EMERGENCY SITUATIONS: Stay Calm and in Control!

- If you have a situation in your classroom, send two children down to the office to get the Director. You can try to use the phone by dialing 1201. That rings the office phone, hopefully we are in the office to pick up the phone.
- If a child vomits or has any other type of accident, send child and another student to the office. Help will be sent to classroom for clean up.
- If there is a need to evacuate the building, **take your attendance folder with you.**
 1. Have children line up single file and exit classroom in silence. Proceed to the nearest stairwell or exit. (see attached exit chart) Or follow signs that are located in the classroom for the quickest exit.
 2. Bring your group to the grassy area in front of the parish center, (festival location).
 3. Take attendance.
 4. Report any unaccounted children to the Director or Fire Marshall.
- If there is a need to keep the children contained in the classroom, (lock down) shut all windows and shades. Close and lock the classroom door and pull down the shade. Have children gather away from the door and window's vision.

Feel free to contact the Director at any time to assist you in any way deemed necessary. The Director is here to serve and help you. 973-696-8307 or sharcres@aol.com or mramsdn@olvwayne.org.

EMERGENCY EVACUATION PROCEDURES

Room Number	Procedure	Room Number	Procedure
105	Single file Exit own classroom	211	Single file Left side of hall and stairs Exit doors by flagpole
103-2	Single file Right side of hall Exit doors by flagpole	207	Single file Right side of hall and stairs Exit front door
104	Single file Left side of hall Exit through room 105	209	Single file Right side of hall and stairs Exit front door
101	Single file Cross hallway Exit through room 105	214	Single file Right side of hall and stairs Exit doors by flagpole
102	Single file Right side of hall Exit front doors	LL - 2	Single file Exit own classroom door
103	Single file Right side of hall Exit doors by flagpole	212	Single file Left side of hall and stairs Exit doors by flagpole
Computer Lab	Single file Left side of hall Right side of stairs Exit door by kitchen/office	210	Single file Left side of hall and stairs Exit door by flagpole
Faculty room	Single file Right side of hall Exit front door	Mod 3	Single file Right side of hall Exit back door
Main office /nurse	Single file Right side of hall Exit front door	Mod 2	Single file Left side hall Exit back door
Business office	Exit door by kitchen	Mod 4 Art	Single file Left side Front door - left down steps
Fr. Rugel Hall	Single file Stage side door Left out door	Mod 1	Single file Right side Front door - right down ramp

Bring your group to the grassy area in front of the parish center, (festival location).

