

OUR LADY OF THE VALLEY

RELIGIOUS EDUCATION

TEACHERS' HANDBOOK

Grades 5-8



- PRAY - PREPARE - PRAY
- Arrive 15 minutes or more before classes begin. Check-in with the Directors to let them know you are present.
- Read teachers' letter attached to your weekly attendance folder
- Set up 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.
- Take attendance. (guidelines for attendance in the back of the attendance folder) Place folder in box on the organ before the prayer service. **If a student is absent, call the following day to confirm absence and show your concern**. When the student returns to class he is to make up the lesson he missed. The book goes home and the chapter is to be completed w/answers to chapter assessment handed in to you on a separate piece of paper. In attendance folder place an asterisk (*) next to the A (for the absent date) to indicate work was made up.
- If student is to leave early, they should have a note from their parent. Place note in attendance folder. Reminder: Student must go to office to be picked up by parent/guardian.
- 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
- 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.)
- Wait for the announcement to come to the church. At about 8:00 begin cleaning up the room and returning it to its original configuration. Place students' textbooks into box, which stays in classroom. If a student was absent the previous week, allow him to take home the textbook to complete the work he missed. Students are **not** to write in the textbooks. They are to use a separate piece of paper. Remind students to take their belongings because they will be dismissed from church.

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. Have 5-7 students in a pew. They shouldn't be able to touch each other. They should have ample space between them.

DISMISSAL

- Students are dismissed by class from the church after the prayer service to Father Rugel Hall. Any parents that are present by 8:10 their children will be dismissed first. **DO NOT RELEASE A CHILD UNLESS YOU PERSONALLY SEE A PARENT OR GUARDIAN.** Confirm carpool arrangements with parent. Any children remaining with you will be dismissed from the following locations: 5th grade go

to classroom to be dismissed, 6th grade, dismiss from the church, 7th grade goes to parish hall, and dismiss from the stage side of the hall, 8th grade goes to parish hall and dismiss from the kitchen side of the hall. You are to walk with students to the designated dismissal location. Only let the child go once you see the parent or guardian.

- If your grade is not at the prayer service, then dismissal will be from the designated location listed above. Leave your classroom at 8:25 to arrive at the designated dismissal location.
- If a child does not have a ride, bring the child to the office, or find the Director. Once the child is with the Director you are free to go home.
- 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.

- Behavior Guidelines are provided on the first night of class. If you need another copy let the Director know. Establish rules, set limits and stick to them.
- On the first day of class you will find discipline forms located in your attendance folder. Remove them and keep them with your belongings. If there is an infraction of the behavior guidelines and/or the rules you've established, then fill out the form and send child to the office **with the form**. Do not let one child ruin it for the rest of the class. Once you set the tone of sending down a student, the

students will respect you and know you are serious about what you are doing. Then your class will run more smoothly.

- 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. Mary's cell 973-626-0434.
- 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.

- Each classroom should have a box of emergency supplies located in it. This box can be used if the need arises. It contains food, water, flash light and first aid kit. On the first day of class, please locate the box in your classroom.

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 sharcn@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).