WELCOME!

Dear Sheil School of Religion Families,

Welcome to the 2012-2013 school year! We are glad you and your child(ren) are here and look forward to working together to nurture our wonderfully unique Sheil community. We do so by providing religious guidance to our children while offering our Northwestern students a ministry that allows them to be an example of faith to another generation.

Sheil’s dynamic and spiritually rich community is no accident. What we all value about Sheil takes tremendous work and planning and the commitment, time and energy of many people. The Sheil School of Religion (SSR) is no different. In order for this ministry to be successful for the student teachers and for our children to learn and grow in their faith, we need the support of everyone involved. Specifically, we look to each family to do the following:

- **Attend 9:30 am mass prior to class.** With the exception of our kindergartners, the SSR class schedule is designed to allow families to attend mass together prior to class each Sunday. The Children’s Liturgy is available during the 9:30 mass for younger school age children, if that is of interest to your family. Celebrating mass together is a wonderful part of nurturing our children’s spiritual growth.

- **Attend class each week.** The expectation is that children will attend class each week class is scheduled. Our teachers work very hard preparing for class and look forward to working with your children; therefore they become discouraged when attendance is low. Also, we want to ensure children follow the curriculum for the full year. Certainly illness and occasional family conflicts necessitate missing class. When a child will be absent from class, we ask that parents:
  - **Call or email the teacher prior to class** (or in the case of illness, as soon as possible) letting them know about the student’s absence.
  - **Work with their child(ren) at home to make up the missed lesson.** We ask that parents plan make up work with teachers, ensure it comes home and return completed assignments to teachers. With prior notice, teachers can provide lesson materials before a missed class or they can
provide the materials when you return to class.

- **Participate in service activities.** Service Days are an important part of the program for all SSR students. These will take place in lieu of regularly scheduled classes; therefore the school year schedule remains the same. It is important that all students attend and participate in these service activities as they offer a wonderful opportunity for children to implement what they are learning into action in service of others.

- **Attend and participate in sacramental activities.** For students in 2nd and 8th grades, additional activities of service and class attendance are required to help them prepare for the sacraments. Please review page 6 of this Handbook for the specific requirements for each sacrament.

- **Volunteer.** Last year we had nearly 100 children enrolled in the SSR. Unlike other area religious education programs, we rely 100% on parent and student volunteers. *Each SSR family is required to have at least one parent sign up for one or more of the volunteer activities described on pages 3 and 4 in this Handbook.* Your particular interest was indicated on the registration form and the person in charge of that function will contact you. If you would like further information on the details of the volunteer responsibilities, please contact any of the Program Committee members listed on page 5 of this Handbook.

We look forward to getting to know and working with all of you this year. Many thanks for your support of the Sheil School of Religion and for sharing your wonderful children with us.

Please let us know if you have any questions or if we can be of assistance to your family.

Have a wonderful year!

Peace,

Sheil School of Religion Co-Directors

Ann Baker, ann_baker@comcast.net, 847.328.1239
Pat Maunsell, patmaunsell@comcast.net, 847.866.8983
CLASS SCHEDULE 2012-2013

Class dates for this year’s program are set forth in the 2012-2013 SSR Calendar accompanying the email in which you received this Handbook. Class times are set forth below, depending upon your child(ren)’s grade level(s).

9:30 – 10:30 am  -  PreK and Kindergarten: Lower Level
Children’s Liturgy of the Word during Gospel

10:45-11:45 am -  Grades 1- 8: Location posted on first day of class

BEHAVIOR EXPECTATIONS
To ensure the spiritual development, enjoyment and safety of all students, the following basic rules must be followed by all children:

- Show respect to fellow students and teachers
- Refrain from using foul language
- Refrain from causing bodily harm to other students and teachers
- Show respect for class supplies and facilities
- Assist teachers in cleaning up at the end of class
- No cell phones, IPODs or other electronic devices

Parents will be contacted and asked to attend class if any of these rules are not observed. Students will be asked to leave the program if behavior problems are deemed chronic.

PARENTAL VOLUNTEER OPTIONS
At least one parent from each family must select one or more of the volunteer activities listed below and indicate the selection on the registration form. If no selection is made, you will be assigned by the Program Committee to an activity in need of volunteers.

Parent Aide - Parent volunteer assigned to each classroom. The parent aide provides administrative support to the class, and keeps in touch with the student teachers to ensure that the class is covered each Sunday. If the teachers are not available on a particular week, the parent aide either teaches the class or recruits a parent to teach that week.

Service Projects Committee – Assist the Service Project Coordinator in organizing and monitoring service projects for all grades. This is an ideal opportunity for any 8th
grade parents, since the Confirmation Candidates have a service project requirement for the sacrament.

**Hospitality Committee** – Parents responsible for providing food (fruit, bagels, muffins, doughnuts, etc.) and juice each Sunday morning and monitoring middle school classes at Seabury. Seabury is located directly north of Sheil. A schedule will be distributed via email to hospitality volunteers and posted at Sheil in the lower level. In addition, this committee will assist with the Sacrament receptions (set-up, clean up, provision of food and drink, purchasing paper goods, providing center pieces, etc.).

**Sacramental Preparation Committee** – Parents responsible for coordinating materials and special events related to First Communion, Reconciliation and Confirmation.

**Classroom Preparation** – Parents responsible for organizing and stocking the supply bins for each classroom.

**TUITION**
The religious education program at Sheil is totally self-funded. Your tuition covers all books and curriculum materials, all art supplies, books used throughout the year to supplement the program, sacramental expenses, year-end and holiday gifts for the teachers and occasional capital purchases such as storage shelving, TV/VCR/CD/DVDs. As stated earlier, we run the program with an all-volunteer staff including teachers and parents, and are able to offer the program for a low fee.

**COMMUNICATION**
Ongoing communication between teachers, parent aides, committee members and parents is essential to a successful program and positive experience for all. We will send all of our communication through email, so please check that your email on the registration form is correct. If your email changes throughout the year, please contact our Registrar: Christyne Dzwierzynski – phone at 847-733-2944 or email at dzwierzynski@comcast.net. Parents are encouraged to discuss questions and concerns with any member of the Program Committee listed below.
THE SHEIL SCHOOL OF RELIGION PROGRAM COMMITTEE

Ann Baker, Co-Director 847-328-1239 ann_baker@comcast.net
Pat Maunsell, Co-Director 847-866-8983 patmaunsell@comcast.net
Nick Giampietro, Communications Coordinator 847-869-1099 NGiampietro@reyesholdings.com
Lee Ann Russo, Hospitality Co-Coordinator 847-733-7415 larusso@jonesday.com
Charlotte Walsh, Hospitality Co-Coordinator 847-475-1950 danandcharwalsh@sbcglobal.net
Jim Houlihan, Hospitality Co-Coordinator 847-853-9363 jim.houlihan@hewitt.com
Christyne Dzwierzynski, Registrar 847-733-2944 dzwierzynski@comcast.net
Jon and Nancy Schindler, Sacramental Co-Coordinators jnschind@comcast.net
Shawn Cooper-Gibson, Treasurer 847-492-0229 shawnacg@yahoo.com
Cheryl Yenter, Service Project Co-Coordinator 847-730-3228 dbriars@comcast.net
Nancy Perkoski, Parent Aide Coordinator 847-425-5929 perkosi@comcast.net
Tim Higgins, Sheil Staff Liaison 847-328-4648 t-higgins3@northwestern.edu
SACRAMENTAL PREPARATION
CLASS REQUIREMENTS

Grade 8 - Confirmation
1. Must have a copy of baptismal certificate on file at Sheil.
2. Must attend classes throughout the year and make up any missed classes.
3. Must attend at least all classes January - March 1st.
4. Must attend the Confirmation class retreat (Feb. 23rd).
5. Must volunteer for 20 hours of community service performed between October and May. Details of the requirement will be discussed with the 8th grade class.

*** Confirmation is Friday, March 1st at Sheil

Grades 2 - First Reconciliation
1. Must have a copy of baptismal certificate on file at Sheil.
2. Must attend classes throughout the year and make up any missed classes.

*** Reconciliation is February 23rd

Grade 2 - First Communion
1. Must have a copy of baptismal certificate on file at Sheil.
2. Must attend classes throughout the year and make up any missed classes.
3. Must attend at least 8 classes between January and April, 2012.
4. Must attend the banner and bread making sessions (TBA).

*** First Communion is Sunday, April 21st at 9:30 am Mass
Confirmation of Handbook Receipt and Review

Please take a few moments to review this Handbook and go over the key commitments with your child(ren).

Please then confirm that you have received and reviewed the 2012-2013 SSR Handbook. Simply print out this page of the Handbook, complete the bottom portion and put the completed form in the SSR mailbox near the office in the northeast corner of the Sheil commons or return it to your child’s teacher.

Many thanks!!!!

SSR Co-Directors
Ann Baker ~ ann_baker@comcast.net
Pat Maunsell ~ patmaunsell@comcast.net

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Yes, I have received and reviewed the 2012-2013 Sheil School of Religion Handbook and have reviewed the key commitments with my child(ren).

___________________________________________
Parent Signature

___________________________________________  ____________________________________________
Child’s Signature & Grade  Child’s Signature & Grade

___________________________________________  ____________________________________________
Child’s Signature & Grade  Child’s Signature & Grade

___________________________________________  ____________________________________________
Child’s Signature & Grade  Child’s Signature & Grade

Thank you!!!