

St. Michael the Archangel Church - Office of Religious Education Policies & Procedures

Dear Parents,

Welcome to our Religious Education Program. The role of religious education is to teach, encourage, and support the faith formation of all the faithful. We understand the first experience of God comes through the families and that parents are the first and primary educators of their children. (*Sharing the Light of Faith, General Directory for Catechesis*)

Faith formation is a lifelong process that includes weekly opportunities for worship at Sunday Mass. As parents, we know we cannot truly be successful in our role as faith formers without providing our children with both formal religious education and regular weekly attendance at Mass. (*National Directory for Catechesis*)

Please look over the attached calendar and keep religious education as number one priority in your family!

The following policies are important for you to read and understand and discuss them with your child/children. The catechists working in this program donate their time to assist in the faith formation process of your child/children. We expect that you and your child/children will respect them and their time, by following these policies.

Safety Procedures

- *For your Child's Safety:*
Children **will not be dropped off or picked up in the parking lot.** Parents must accompany their child to and from the classroom.
- Please have your child to class on time; before class begins.
- Please pick up your child at the designated time. Parents will be called within 10 min. of class ending time. For the safety of your child, you must meet your child at the classroom at the end of class. Please come in person. Teachers are to release students **ONLY TO PARENTS/Guardians.**
- ***If your address or telephone number changes, notify the office immediately! It is especially important to have current contact information in case of an emergency.***
- If your child has a Cell Phone, it must be turned off or silenced during class! If your child uses the cell phone during class, the cell phone will be taken away.
- In severe weather conditions, classes may be cancelled. If the local school districts have been cancelled for that day, or following day, CCE will also be cancelled. Heavy rain does not automatically cancel classes. Use your own discretion and travel situation to decide. Call the CCE office if you have questions.
- Fire evacuations and bad weather drills will be conducted, similar to those of the local schools.
- If your child has been home sick from school the day of CCE class or has : running fever, vomiting, conjunctivitis (pink-eye), or contagious rash, please keep the child at home.

Classroom Procedures

- You may not leave a student in a classroom if there is only one adult present. Please wait for the teacher/aide and or administrator to be present before leaving your child.
- Please do not bring food and drinks in the classroom.
- Please ask your child what they learned in class or what they enjoyed.
- Help your child learn the prayers that they are asked to memorize, and return any home project/assignment and paperwork back to the next class.
- Please let the teacher know if there is any special circumstance or behavior with your child that they may need to be aware of.
- All children that enroll for classes must be toilet-trained before attending. If a child has an accident during class, a parent will be called to come and pick up the child. After two incidents, the parents will need to meet with the C.R.E. to discuss a plan before the child can return to any classes.

PARENT & STUDENT RESPONSIBILITY

Student Conduct

Students are expected to:

1. Exhibit a Christian attitude of respect towards themselves and others.
2. Respect church property, classroom supplies and other materials.
3. Remain on church grounds **before and during** class time.
4. Refrain from name-calling, ethnic or racial slurs or derogatory statements, profanity, vulgar language or obscene gestures.
5. **Cell Phone: must be turned off or silenced during class! If your child uses the cell phone during class (call or texting), the cell phone will be taken away. The phone will only be returned to the child's parent at the CCE office.**

Student Responsibility

Student responsibilities for achieving a positive environment at church and class will include:

1. Attending class regularly and being on time.
2. Being prepared to participate in classroom activities.
3. Being properly attired. (See dress code.)
4. Observing all safety rules.
5. Conducting oneself in a responsible manner.

Dress Code

1. Shoes must be worn at all times.
2. Caps may not be worn in class.
3. Clothing should be appropriate for a classroom environment (church or school clothes).
4. Clothing with provocative, alcohol, tobacco, or drug related pictures or slogans will not be permitted.

Discipline Policy

We expect obedience, respect, and cooperation from **every child**. Disruptive behavior will not be tolerated. We know that you will assist us by reminding your child of these expectations. You will be notified if these expectations are not met and a mutual resolution will be determined. Children who have a difficult time controlling themselves will be placed on Home Study for the remainder of the year.

Self-discipline is the key to appropriate personal conduct and consideration for others. For those who have not yet mastered self-discipline and whose behavior regularly causes class disruption, the following procedures will be followed:

1. Warning and/or time out chair or change seating.
2. The child will be referred to an administrator. The administrator will talk with the child. The child will fill out a **THINK PAPER** to reflect on their actions/behavior and how they will change the behavior. After 15 minutes the child will be returned to the classroom and apologize to the teacher and class.
3. If disruptive behavior continues after one visit to the administrator, the student will be removed from the class and a conference called, involving the child, parent, and director, to discuss alternative religious education.

Class Attendance

The more classes a child attends the more he/she will feel comfortable within the classroom. This comfort will lead to confidence and willingness to share in discussions and prayer. The overall experience is richer and more fulfilling when attendance is regular and consistent; additionally, the program is most effective when the child is exposed to all the lessons. Therefore, we ask that the parents be prepared to make up any missed lessons with their children, by contacting your child's teacher. Please make every effort to have your child attend every class.

For any type of education to be effective, it must be practiced and lived. Faith formation class and regular Mass attendance is necessary, in order to effectively participate in the parish faith community. **If a student is absent for 3 consecutive classes, without contacting the CCE office as to the legitimate reason, the student will be removed from the class roster, and not be allowed to continue attendance of that class.** Parents may meet with the CCE Coordinator and discuss a Home Study program as a substitute. If the student is in a 2nd grade Sacramental year, however, they will not be ready to receive the sacrament during that school year. Another year of formal sacramental preparation must be completed to receive the sacrament/s.

Mass Attendance

Faith is a lived experience and must go beyond a formal Religious Education Program. It is **expected children will be taking part in weekend Mass with their families on a weekly basis.** It is essential that families enrolled in St. Michael's Religious Education Program worship at the parish to assure consistency of faith development in community.

2011-2012

PARENT/GUARDIAN RESPONSIBILITIES:

As a parent/guardian of a child enrolled in the Continuing Christian Education Program at St. Michael's Church, I am (we are) responsible for the safety of our child or children to and from their classroom.

As a parent/guardian of a child enrolled in the Continuing Christian Education Program at St. Michael's Church, I (we) recognize the physical dangers of dropping off and/or picking up our child in the parking lot.

Parent/Guardian of children enrolled in the Wednesday & Sunday Sessions, age 4 through 6th Grade: **Please pick up your child on time.** For the **personal safety** of your child, you must meet your child at the classroom at the end of class. Please come in person. Teachers are to release students **ONLY TO PARENTS.**

As a parent/guardian of a child enrolled in the Continuing Christian Education Program at St. Michael's Church, I am (we are) responsible to make sure class is being held by verifying the date with the Continuing Christian Education Calendar that is provided at the beginning of each school year.

As a parent/guardian of a child enrolled in the Continuing Christian Education Program at St. Michael's Church, I am (we are) responsible for filling out and returning the **LIABILITY RELEASE FORM** and ***ACKNOWLEDGEMENT RECEIPT** before my child/children can attend CCE classes at St. Michael's Church.

If your address or telephone number changes, notify the office immediately!
It is especially important to have current contact information in case of an emergency.

Thank you for your cooperation in these important procedures.

***Please sign acknowledgement of receipt:** *You will receive a copy of this page*

Child's/Children's Name/s and grade:

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| Name | Grade | Name | Grade |
| _____ | _____ | | |
| Name | Grade | | |
| _____ | _____ | | |
| Name | Grade | | |
| _____ | _____ | | |
| Name | Grade | | |

Parent's/Parents' Name: *(Please Print)*

*Parent Signature: _____

Date: _____