

**Parent/Student Policies Acknowledgement**

I/We have received the St. Michael’s Parent/Student Handbook for Religious Education.

I/We understand and agree to cooperate with the parish policies set forth in this handbook.

By signing the enrollment agreement, we acknowledge these policies and agree to adhere to them.

**Signature page to be returned at the time of registration**

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**ST. MICHAEL PARISH**

**87 North Main Street**

**Avon, MA 02322**

RELIGIOUS EDUCATION PARENT/STUDENT HANDBOOK

**Religious Education Office**

(508)-586-7210 x203

Email: [stmichaelsavonreled@comcast.net](mailto:stmichaelsavonreled@comcast.net)

**Rectory Office**

(508) 586-7210

[www.stmichaelavon.org](http://www.stmichaelavon.org)

**Pastor**

Rev. Ixon Chateau

**Director of Religious Education**

Grades 1 - 8

Elaine Flanigan, DRE

(508)-586-7210 x203

Religious Education office is open on a part-time basis

Rectory office is open 9:00am-3:00pm Monday, Wednesday-Friday

“It is within the Christian family that members are awakened to the presence of God and learn to pray and to form their consciences in light of the teachings of Christ and of the Church. Children learn by the selfless witness of their parents and other family members.”

## National Directory of Catechesis

### **MISSION STATEMENT**

**The Religious Education Program at St. Michael's supports parents in their obligation to form their children in the faith and practice of the Christian life.**

### **ATTENDANCE**

Children are expected to attend every class. No more than four (4) absences are allowed each school year.

A child with excessive absences will be expected to sit for a review to determine the area(s) of need. Families will given the review work pertaining to the area(s) of need. Families will oversee this review work and be responsible for returning the work to the religious education director on or before the scheduled date.

Homework will be given for all absences throughout the school year and will be expected to be completed and returned prior to registering your child for the new school year in order to move on to the next grade.

**Families are asked to call/ email the religious education office if your child will be absent.**

### **ARRIVAL AND DISMISSAL**

Every child must be brought into the hall for class by their parent/guardian. If someone different is in this role at any time, a written note from a parent/guardian must be presented to Mrs. Flanigan before this child can be released.

**No child at any time should leave the hall or Mass without an adult.**

### **CANCELLATIONS**

Parents/guardians will receive notification via email. Religious Education cancellations will also appear on Channel 5 if it is storm related.

## **CATECHISTS TRAINING**

We encourage parents to be involved by volunteering as Catechists (teachers), aids or hall monitors. Catechists serving in the parish need to be informed, formed, skilled and are trained in their ministry. We offer initial training and ongoing training during meetings and retreats. Catechists with children in the program along with weekly classroom aids will have their registration fee waived for their child.

## **OUR PROGRAM**

Grades 1-6 Sunday's: 8:00 – 9:45 AM (Class time 8:00 – 8:45 AM, Mass 9:00 – 9:45 AM). Our program encompasses both class time and Family Mass as one.

**Children and Families are strongly encouraged to attend Mass.**

Grades 7&8 Sunday's: 9:00 – 10:30 AM (Mass 9:00 – 9:45 AM followed by class 9:45 – 10:30 AM).

Class in grades 1, 3-8 run from September - April. Grade 2 will run until First Communion in May. There will be Mass after each class for grades 1-6 and Mass prior to class for grades 7&8.

## **CODE OF BEHAVIOR**

\*Religion classes should be priority over extracurricular activities and jobs

\*Respect will be shown for school and church property

\*Students will not use inappropriate language

\*Students will not eat or drink during class, special circumstances allowed

\*Cell phones are not allowed to be used during class time. If necessary they will be placed in a box during class time.

\*Touching such as pushing, shoving or slapping is never tolerated

## **CUSTODY ISSUES**

If parents are divorced or separated, the religious education program presumes that both parents have access to the children unless one parent can provide evidence that he/she has the sole right. If there are other custody arrangements, a written note must be on file.

## **DISCIPLINE**

Following Jesus' command, "Love one another as I have loved you," the staff members for this program and students treat one another with mutual respect. Disrespect toward a catechist or another child, will not be tolerated. Inappropriate behavior, lack of effort, or poor attitude on the part of a student will result in:

- \* The child will be spoken to privately by catechist
- \* Catechist will inform Director of Religious Education of any particular difficulties with a child
- \* Catechist will telephone parent/guardian
- \* If necessary, conference with catechist, parent and Director of Religious Education will be scheduled
- \* If the difficulty persists, a method of on-going evaluation will be put into effect.

Note ~ children with a disability, ADHD, on medication, autism etc., may display behaviors which may affect their performance. This will be taken into consideration and we will ask the parent for guidance.

## **DRUGS/ALCOHOL**

Drugs & alcohol are never allowed on premises. If a student is found to be in possession of drugs/alcohol, the student will be detained while police are notified. Catechists are asked not to dismiss a student to a parent/guardian who

is visibly impaired. The catechist should contact the Director of Religious Education, who reserves the right to call an emergency number.

## **REGISTRATION**

Parents are asked to register their child in the spring for the fall school year. Any registration received after date posted on registration form is subject to a late fee. All children **must** be registered before class starts in September. Check the bulletin, website, and email for dates and times.

For students without consecutive grade completion, in order to register for the next grade, a review will be given to the student which will determine placement.

## **TUITION**

Although tuition fees are used towards books, payroll and supplies each year, no child will be denied their religious education due to finances. Please talk to the Director of Religious Education concerning this matter.

## **MASS ATTENDANCE**

The Mass and the Sacraments are a vital part of our identity as Catholics. To bring your child to class and not bring them to Mass on the weekends is to give a mixed message. In class we tell the students they are required to attend Mass. Parents who do not see that their children attend Sunday Mass defeat the purpose of faith formation since the children are being told one thing and are practicing another. We are expected to participate at Mass on Sundays and Holy Days of Obligation. It is our hope that as we make efforts to teach the truths of our faith, parents support us by teaching the same things.

During the year at the 9:00 Mass, different grades will actively (host) participate in the Mass. This is a family Mass and parents are asked to attend.

**Children learn from the example set by their parents. You are your child's first teacher.**

## **MEDICATION POLICY**

Catechists do not administer any medication. A first aid kit is located in the religious education office. If a child is on medication or has a medical condition, parent will be required to stay in the hall during every class time.

## **PARENT PARTICIPATION**

In order to accomplish the expectation of the program, parent involvement at all levels is critical. Parents are the primary educators of their children and catechists cannot do their job without your help in learning and practicing the faith. In class, we assist you in fulfilling that responsibility. It is the parent's responsibility to check on their child's work on a regular basis and **review prayers**. Parents need to talk to their children about what they are learning in class, work with their children in accomplishing expectations and serve as an example by the daily living of our Catholic Christian faith. Review any emails, handouts and flyers that you receive.

## **POLICY FOR SUSPECTED CHILD ABUSE**

The Archdiocese directs that if a catechist/director suspects a child has been abused, the guidelines of the Archdiocese and Massachusetts for reporting will be followed. Any information which leads a catechist to believe that a student intends to harm himself/herself requires the catechist to notify authority. The policies are posted in the Religious Education office.

## **SACRAMENTAL PREPARATION**

Every Sacrament has a foundation. A child who has not received the Sacraments and is in Grade three (3) or higher, a special preparation will be arranged for your child. Parents are required to attend a meeting prior to the child's preparation for each of the Sacraments.

## **SAFE ENVIRONMENT POLICY**

The Archdiocese mandated that all adult staff and volunteers who are entrusted with the care or supervision of children, must attend the VIRTUS training, Protecting God's Children workshop. All adults working with children are background checked. Each year children are taught practical ways to establish safe environments and relationships. Further information regarding this policy is available in the Religious Education office.

## **SPECIAL CIRCUMSTANCES**

Any child that is not able to attend class, the parent must discuss their situation with the DRE. The DRE shall initially determine whether or not the circumstances presented qualify as sufficiently special to allow for home schooling.

**\*\*Statements in this handbook are subject to amendment with or without notice. The religious education program will attempt to keep you informed of all changes as soon as possible; however, some changes might be made immediately due to unforeseen circumstances.\*\***