

## **RESURRECTION PARISH RELIGIOUS EDUCATION POLICY AND PROCEDURES**

"All members of a community of believers are called to share in (the ministry of catechesis) by being witnesses to the faith. Some, however, are called to more specific roles. Parents, teachers, and principals in Catholic schools, parish catechists, coordinators or directors of religious education, those who work in diocesan and national catechetical offices, deacons, priests and bishops - all are catechists with distinct roles."

National Catechetical Directory, #204

### **2017-2018**

The diocese of Trenton requires parish religious education programs to include a minimum of 33 hours of classroom instruction per grade level. Each session is scheduled for an hour and fifteen minutes which includes 1 hour of instruction time and 15 minutes of transitioning, attendance and prayer.

### **PARENTS**

Please help your child be prompt for the beginning of class and please be prompt in picking up your child.

The Religious Education program recognizes parents as the primary educator of their children and we are here to assist you in your role.

It is of utmost importance that children are given the opportunity for regular weekly Sunday attendance at Holy Mass and frequent participation in the Sacrament of Confession. It is difficult for children to grasp what they are being taught about the Sacraments if they do not experience the Sacramental life first hand.

Concerning the Mass, it is highly recommended that you encourage active participation from your children. Active participation means the interior participation of all the powers of the soul. It means that the mind and heart are awake, alert and engaged during the Mass. This involves conscious presence (i.e. listening with attention and reverence to Sacred Scripture), praying, singing, acting in union with the whole assembly, communal silence and an openness to receive God's grace. Active participation also tends to lead to various lay ministries for young people (i.e. altar server) and proper discernment of one's vocation.

### **STUDENTS**

Students should be punctual and prepared for class. No food, drink or gum is permitted in the school or Church. Students in grades 2-8 are responsible for bringing their student journal to class and Mass each week. Students in grades K-1 will be using MagnifiKid. Every student has the right and privilege to learn in an environment where others are well behaved. Similarly, teachers have this right also.

## **DRESS CODE**

We ask that particular care be given to modest dress. Students will be attending Mass prior to or after class. Hence, Sunday Mass attire is appropriate. Parents should set a good example of proper dress and of reverence for our Eucharistic Lord.

## **CLASSROOM AND BEHAVIORAL GUIDELINES**

All children are to be respectful in the Church and classroom as well as towards teachers and one another. Children should keep their hands to themselves at all times. If the teacher has a problem they cannot control, the DRE will be asked to speak with the child. If the child continues to misbehave, then the parents will be called for a meeting.

If any disciplinary action is needed it will be administered with Christian love. In the event that a student's classroom behavior is disruptive, the catechist will:

- Not allow the disruptive situation to persist in the classroom
- Not embarrass the child in front of classmates
- Enforce assigned seating, separating misbehaving students if necessary
- Speak to the child and try to encourage the student to change their behavior
- If the student continues to be disruptive, send the student to the Director of Religious Education who will speak to the student. If this attempt is not successful, the parents will be contacted and asked to work with their child and the catechist to have this behavior corrected. If this does not work, the parent MUST accompany the student in the classroom until the student's behavior is acceptable for the classroom environment.

## **ATTENDANCE/ABSENTEE POLICY**

Attendance will be recorded each week during class. If an emergency happens, such as an illness, please contact your teacher in advance, if possible, not the Religious Education office. More than 3 absences per year could result in your child not being prepared to receive the sacrament that year and repeating the curriculum.

## **TARDY POLICY**

All of our catechetical teachers are volunteers. Please be cognizant of the fact that coming in late to class is disruptive for the teacher and the other students in the class. As a general rule, 3 tardies equal 1 absence. If you know you will be tardy on a given Sunday, please contact your teacher and let him/her know. With that being said, it is better to be tardy than absent. If you do find yourself running late one Sunday, please come late anyway.

### **DROP OFF AND DISMISSAL POLICY**

**DROP OFF:** Parents of K-4 are asked to escort their child into the building and help their child find their catechist. At the discretion of the parents students in grades 5-8 may be dropped off in front of the building or they may escort their child into the building.

**PICK-UP:** All parents in K-4 are asked to come into the building to pick up their child.

Teachers of 5-8 will escort their class to the lobby for pick-up. All teachers and/or aides should wait until each child has been picked up.

### **HOME STUDY**

The home study program is conducted by qualified parents at home and is intended for families with extenuating circumstances only. This option requires acceptance into the program and will be on an individual basis. Sacramental preparation for the diocese of Trenton now requires two years. Therefore, students in grades 1, 2, 7 and 8 are not eligible for this option.

### **CANCELLATION/SNOW DAYS**

If the parish cancels classes, for whatever reason, then we will attempt to contact you via email. When in doubt, contact the Religious Education office at [rich@resurrection2.org](mailto:rich@resurrection2.org) or 856-461-6555.