

# **St. Jane Frances de Chantal Parish Children's Religious Education Program Handbook**

*Updated May 12, 2016*

*"Parents must be acknowledged as the first and foremost educators of their children.  
Their role is so decisive that scarcely anything can compensate for their failure."*

## **Declaration on Christian Education Documents of Vatican II**

### **FIFTEEN TRAITS OF A HEALTHY FAMILY**

**Communicates and listens**  
**Affirms and supports**  
**Teaches respect for others**  
**Develops a sense of trust**  
**Has a sense of play and humor**  
**Exhibits a sense of shared responsibility**  
**Teaches a sense of right and wrong**  
**Has a strong sense of family**  
**Has a balance of interaction with members**  
**Has a shared religious core**  
**Respects the privacy of one another**  
**Values service to others**  
**Fosters table time and conversation**  
**Shares leisure time**  
**Admits to and seeks help with problems**

### **CHILDREN LEARN WHAT THEY LIVE**

**If a child lives with criticism  
he learns to condemn.**  
**If a child lives with hostility  
he learns to fight.**  
**If a child lives with ridicule  
he learns to be shy.**  
**If a child lives with shame  
he learns to feel guilty.**  
**If a child lives with tolerance  
he learns to be patient.**  
**If a child lives with acceptance and friendship  
he learns to find love in the world.**  
**If a child lives with encouragement  
he learns confidence.**  
**If a child lives with praise  
he learns to appreciate.**  
**If a child lives with fairness  
he learns justice.**  
**If a child lives with security  
he learns to have faith.**  
**If a child lives with approval  
he learns to like himself.**

# **PHILOSOPHY OF THE CHILDREN'S RELIGIOUS EDUCATION PROGRAM**

The philosophy and major goal of the Parish Religious Education Program at Saint Jane Frances de Chantal Church is to assist parents in teaching our youth to know, to love and to serve God.

In order to achieve this goal, parents and teachers share this responsibility. The Religious Education Program has the responsibility of teaching the Commandments, Sacraments, Creed, Beatitudes, Scripture, Liturgy and Prayer. The most important phase of the students' religious development is the role of the parents to provide a home environment where God is known, loved and served and where faith is able to grow.

To further implement the philosophy, the Religious Education Program must:

1. Inspire the awareness of God's presence throughout the program by exemplifying the kindness of Christ through our encounters with the children and with one another.
2. Encourage respect for life and learning by our personal example.
3. Foster trustworthiness, honesty, and responsibility.
4. Expose the students to reasonable values that they may accept as their own.
5. Establish a system of spiritual values which should lead toward self-discipline as a student is given more opportunities to make his own decisions.

In order to accomplish these basic goals, the Parish Religious Education Program must have the full cooperation of the parents.

## **ADMINISTRATIVE REGULATIONS**

### **Admission Policy:**

- The Religious Education Program is open to children of all families registered in Saint Jane Frances de Chantal Parish.
- The program is open to students from 1<sup>st</sup> to 8<sup>th</sup> grade. To complete registration, an applicant must present his/her Baptismal Certificate. It is also required that all health information of any unusual condition be brought to the attention of the Director.

### **The School Calendar:**

- Formal classes begin in September and usually end in the first week of May. A calendar will be provided to each family.

### **Student Dress Code:**

- Dress needs to be modest, neat and in good taste. All extremes in attire should be avoided and good judgment should prevail. **No cleats.**

### **Discipline:**

- Discipline in the Religious Education Program is to be considered an aspect of moral guidance and genuine pupil development. Respect and courtesy are required from all students.
- In case of misbehavior or use of inappropriate or abusive language by any student, the teacher, Director and parents will counsel with the student to achieve a code of conduct conducive to a good learning situation.

### **Financial:**

- A religious education fee will be assessed each student annually and is payable upon registration. This fee will partially defray the cost of the program. The balance of the expense is covered by your weekly contribution at Mass.

## **POLICIES ON ABSENTEEISM 1ST-6TH GRADE**

### **Absences:**

- Attendance will be taken at the beginning of each class period. **A student must be present for 1 hour of instruction in order to be given credit for attendance.** If your child will be absent from class, a phone call to the office is required by one of the parents. Please notify the religious education office on Wednesday/Thursday afternoons at 610-253-7794 or email [kkimmel@rcn.com](mailto:kkimmel@rcn.com).

### **Sacramental Classes:**

- Third Grade PREP students must attend 90% of the regular classes and any extra classes scheduled (not miss more than three classes).
- **Regular church and class attendance is expected. Reception of sacraments may be deferred if church and class attendance is not evident.**

### **Parent Sacramental Sessions:**

- Parents are required to attend two sessions before each Sacrament in order to assist the children in their reception of the Sacraments.

## **THE INSTRUCTIONAL PROGRAM**

The St. Jane Frances de Chantal Parish Religious Education Program is divided into two instructional levels. Each of the two levels has a properly designated time.

- The **Elementary Level (Grades 1 to 6)** begins at 4:30 p.m. and ends at 5:45 p.m. on Wednesday/Thursday afternoons in the school building.
- The **Seventh and Eighth Grade Program** is conducted at St. Jane School approximately twice a month on Sundays. Class time is an hour and forty minutes.

### **Lateness and early dismissal:**

- Religious Education should be a priority. Therefore, it is expected that students arrive on time and stay for the entire class.
- A parent note should be given to the teacher in the event that the student must leave class early. This should not be a habitual request. The parent must report to the office to meet and sign the child out. A student may be asked to repeat the grade if there are excessive latenesses / early dismissals.

### **\*\*Emergency School Closing\*\*:**

- In case of an emergency situation, listen to local stations **WEEX, WEST or WFMZ (CHANNEL 69)**.
- **CCD is canceled, if St Jane Frances School is closed or dismissed early, due to inclement weather.**

### **Homework Policy:**

- Each individual teacher at the beginning of the school year will announce their homework policy. It is the responsibility of the parents to see that all assignments are completed.

## COURSE OF STUDY

### 1<sup>st</sup> through 6<sup>th</sup> Grade Program:

- Each grade focuses on a particular theme. Each grade level theme relates to the typical experiences and questions of children at the particular grade level.
- Special Topics found in every grade level include Mary, Justice and Peace, Vocations, Prayer, the Bible, Church Feasts and Seasons and Saints.

### 7<sup>th</sup> Grade Program:

- **Book Series: Chosen by Ascension Press.**
- **Students must attend at least 90% of the regular classes.** Students will be asked to repeat the grade if excessive absences occur. **In the event of an absence, parents should call the Religious Education Office - 610-253-7794 or email [kkimmel@rcn.com](mailto:kkimmel@rcn.com).**
- Regular Church attendance is expected. Reception of Confirmation may be deferred if church attendance is not evident.

### 8<sup>th</sup> Grade Program:

- **Book Series: Chosen by Ascension Press.**
- Confirmation should not be viewed as the end of classes. It is expected that students **fulfill the entire course of study.** Confirmation is not the conclusion of the course of study.
- **Confirmation Candidates must attend at least 90% of the regular classes and any extra classes scheduled if they are to be eligible for the sacrament of Confirmation.** In the event of an absence, parents should call the Religious Education Office - 610-253-7794 or email [kkimmel@rcn.com](mailto:kkimmel@rcn.com).
- Reception of Confirmation may be deferred if students do not fulfill the specified requirements, and attend class and Church regularly.

## ADDITIONAL INFORMATION

### Volunteers:

- Parents are invited and encouraged to assist in the Religious Education Program. Assistance is needed in such areas as teachers, aides, substitutes, office volunteers, special events, & special projects.

### Guest Speakers:

- Guest speakers will be part of the program as arranged by the coordinator and the teachers.

### Pictures of Religious Education:

- St. Jane Frances de Chantal Religious Education Program reserves the right to use student pictures in publications and on the parish website. Any parent/guardian who does not wish his/her child's picture to be used must notify the Coordinator of Children's Religious Education in writing prior to the beginning of the religious education year.

### ENTERING THE SCHOOL

- Parents, thank you for choosing and supporting the religious education program. **In accordance with diocesan policy, NO ONE may go directly to the cafeteria, gym, classrooms, library, and chapel to see a child before, during, and after the Parish Religious Education hours, and at dismissal time.** *All visitors, parents, and guardians are to report to the school office upon entering the school building.* A parent note should be given to the teacher in the event that the student must leave class early. This should not be a habitual request. The parent must report to the office to meet and sign the child out. In case of an emergency, all people need to be accounted for.