

# **ST. MICHAEL PARISH RELIGIOUS EDUCATION PROGRAM**

## ***POLICIES AND PROCEDURES HANDBOOK 2017 - 2018***

### **OUR PURPOSE:**

St. Michael's Parish offers religious education and formation for young people in grades one through eight. Our purpose is to continue the mission of Jesus Christ by proclaiming the Word of God, teaching through our witness to the Word, and enabling our students to be a part of the worshipping community of the Catholic Church.

### **MAILING ADDRESS:**

St. Michael's Religious Education Office  
1212 Kelly Street  
Union, NJ 07083

### **OFFICE HOURS:**

Monday through Thursday  
10:00 a.m. until 2:00 p.m.  
Other hours are available by appointment.  
The office is closed for the month of July.

### **TELEPHONE:**

(908) 964-0965  
Messages may be left at any time.

### **CONTACT:**

Marilynn Dragone  
Coordinator of Religious Education  
smccd@comcast.net

#### **A. PARENT INVOLVEMENT**

Parents are the primary educators of their children in the area of faith. Our goal is to assist parents to share their faith with their children. We ask that parents speak with their children about each week's lesson. Notices are sent home periodically with the children. Please watch for them.

#### **B. RELIGIOUS EDUCATION CLASSES**

Students are expected to attend religious education classes from grades one through eight in order to receive a well-rounded foundation in the faith and to be prepared to receive the sacraments of Reconciliation, Eucharist (Communion) and Confirmation.

##### **Grades 1 – 5**

Parents may choose one of the following days:

Sunday, 10:15 a.m. to 11:30 a.m.                      **OR**                      Monday, 3:30 p.m. to 4:30 p.m.

##### **Grades 6 – 8**

Tuesday, 7:00 p.m. to 8:15 p.m.

#### **C. HOME-BASED RELIGIOUS EDUCATION PROGRAM**

- Grades 1 - 8 with the exception of Grade 2.

St. Michael's Parish also offers a program for families who prefer to teach their children at home. This is a year long commitment; **children must remain in this program the entire year.** The Home-Based Program follows the same curriculum as the classroom program. Parents are required to meet with the coordinator to understand the program and its requirements. Students are required to complete all assignments, chapter tests and unit tests. There will be a year-end interview along with a written test.

#### **D. PREPARATION FOR THE SACRAMENTS**

Our First Reconciliation and Communion Program is designed to help children and their parents to understand and experience these sacraments more fully. Parents are encouraged and expected to take an active role in the preparation of their children for the sacraments. **Mandatory** Parent meetings and Family Retreat Days are scheduled during the year.

**First Eucharist and Reconciliation** are typically received in the second grade after two years of formal religious education.

Students receive the sacrament of **Confirmation** in the ninth grade through the CYO Program after they have completed eight years of religious education.

Arrangements for students who have missed one or more grades, or who are in grade three or above and have not received First Eucharist, may be made through the Religious Education Office.

#### **E. MASS**

Regular attendance at weekend Mass is expected of all our students. As Catholic Christians, this is the way we worship God and support each other in faith. We strongly urge you to attend Mass as a family. Your participation in worship strengthens family life and provides an example for your child.

## **F. ATTENDANCE**

It is important that children attend class weekly and that they arrive on time for class.

- Missed work for all absences must be completed to the satisfaction of the catechist.
- Only illness or family emergencies are considered excused absences.
- For the student's safety, parents must call the Religious Education Office at **(908) 964-0965** to report a child's absence as early in the day as possible. When calling give: **(1) child's first and last name (2) grade and (3) reason for absence.** Messages can be left on the office answering machine.

## **G. EXCESSIVE ABSENCES**

**Students who miss many classes may be denied promotion to the next grade.** We believe that religious education is extremely important and each student needs to participate fully in order to grow in faith. Classes meet a minimum of 28 times. If a student misses more than five classes in one semester and fails to make up the work to the satisfaction of the catechist, parents will be notified.

**The child will be required to take a test and must meet with the Religious Education Office.**

Excessive absences may delay the reception of sacraments.

## **H. DISMISSAL**

Children in the Sunday program are to be picked up in the school gym. Children in the Monday program are to be picked up at the front door of the Church. Tuesday students are dismissed from the school. Please be on time when picking up your child.

## **I. EMERGENCY CLOSING**

Religious Education sessions are canceled when Union public schools close due to weather conditions. If you have any questions, call our office. Every attempt will be made to contact Sunday classes by phone in the case of inclement weather. Please notify the Religious Education Office if you change your phone number or address during the year. Please refer to the calendar that will be given to you. If Union schools are closed for a holiday or break, so are we.

## **J. STUDENT PARTICIPATION**

Students are expected to be prepared for class each week, including completing any assigned homework. They **must** bring their textbook and a pencil to each session. Written assignments are to be completed neatly. If your child is absent, a notice will be mailed home informing you what work your child has missed. Your child is to complete the work and return it to their catechist the following week.

## **K. BEHAVIOR**

**Appropriate behavior and common courtesy are presumed and expected at every grade level.**

Student misbehavior will result in the following response:

- First incident: Warning by the catechist.
- Second incident: The Coordinator of Religious Education will speak with the child.
- Third incident: The parent will be notified and a parent meeting may be scheduled. Parents may be asked to attend class with their child.

## **L. LOST BOOKS**

Students who lose their textbook must buy a replacement book for \$20. Please have your child write his/her name and catechist's name inside the front cover.

