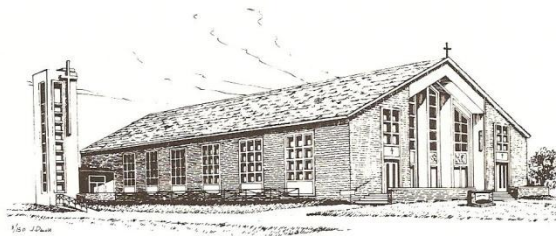




Department of Faith Formation



Parent Handbook

Revised August 2011

Saint Jane Frances de Chantal
Department of Faith Formation
8499 Virginia Avenue
Pasadena, Maryland 21122

In order to ensure quality Religious Education at Saint Jane Frances de Chantal Parish, as well as provide a safe, nurturing, and faith-filled environment for all our students while in our care, both parent/guardian and children should read the following procedures and policies.

These policies are established to provide uniformity of our programs and we recognize that some families may have special needs.

Parents are encouraged to call the Religious Education Office at 410 255-4646 x1416 if there are any problems or concerns.

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and others that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues that every society needs.”

--- Gravissimum Educationis (Declaration on Christian Education)

Contact Information:

Coordinator of Religious Education: Katie Torrey
Religious Education Office 410-255-4646 x1416
ktorrey@stjane.org

Registration Policy:**New Students**

Pre-K4 - Children should be 4 years old by September 1st.

Kindergarten – Children should be 5 years old by September 1st

First Grade – children should be 6 years old by September 1st.

A Family Registration Form must be completely filled out with Family information.

A Student Registration Form must be completed for each child being registered for the program.

All registration material should be received in the parish office by August 1st.

The children will be assigned to a class, and parents will receive this information in early September.

If a parent registers a child on the first day of class, the student will begin religious education the following week. It's too disruptive for the catechists to have students coming in all morning.

All families must be registered members of the parish.

Returning Students

A Student Registration Form must be completed for each returning student.

Children currently registered in our program are promoted to the next grade level, providing they have attended a sufficient number of classes.

Classrooms

Parents are asked to take their children to their classrooms no earlier than 10:10am A.M. All Catechists have been instructed to be in the classroom by 10:00 A.M., so that they can begin class promptly at 10:15 A.M.

Book Fee - \$30.00 (Can not be waived)

The book fee must be paid at the time of Registration to ensure that they will have a text book when we begin in September. The book fees are not refundable.

(Tuition Policy Continued)**The tuition fees are:**

- One Child - Tuition \$65.00 Book Fee \$30.00 for a total of \$95.00
- Two Children – Tuition \$120.00 Book Fees \$60.00 for a total of \$180.00
- Three Children – Tuition – \$90.00 Book Fee \$90.00 for a total of \$180.00
- Four Children – Tuition \$ 60.00 Book Fee \$120.00 for a total of \$180.00
- Five or More – Tuition \$30.00 and Book Fee per Child is \$30.00 per child.

Tuition payment is due as follows:

- New Students: \$30.00 non refundable Book fee per student with the registration and balance by August 1st.
- Returning students: :\$30.00 non refundable Book fee per student with the registration and balance by August 1st.

Please note that for both the regular Religious Education Program and Sacramental Programs NO CHILD WILL EVER BE DENIED PARTICIPATION IN ANY PART OF THE RELIGIOUS EDUCATION PROGRAM BECAUSE OF A FAMILY'S LACK OF ABILITY TO PAY TUITION. If a family is unable to pay the tuition for any reason, please complete a hardship request form and return to the Coordinator of Religious Education. Your request will be held in confidence. If we have not heard from you, we expect that you will honor the tuition policy.

All parents who have their tuition waived are expected to volunteer in our program as an aide, in the office on Sunday mornings, or with special projects.

The Text Book fee cannot be waived. Payment arrangements may be made to pay the \$30.00 fee per child.

Mass Attendance

An integral part of our children's faith formation is participation in Sunday Liturgy. While attending classes is important for the practical knowledge that is learned, faith should also be experienced. To be part of the parish family, to worship together each Sunday is to be part of faith in action. We expect that you will give your child both experiences – classroom and Church – so that he/she will be encouraged to practice and live his/her faith. Mass attendance is a component of their Religious Education Class attendance.

Visitors/ Friends Attending Classes

Only students that are registered may attend classes. This is due to the liability that the parish would incur if we allow friends of students to attend. We have no formal relationship with these children or their parents. If you allow friends to spend the night on Saturday please remember they **CAN NOT** attend Religious education classes on Sunday Mornings with your children.

Movement between Buildings

Attendance will be taken in the classroom before the children leave the school building. Catechists are to be sure that all children remain with them during moves between the church and the school on days that the Sunday School of Religion attends the 10:30 A.M. Mass. Catechists have been instructed not to stop to talk with anyone once the group leaves the building. When Mass is over the children must return to the school building for dismissal. Children may not be released from their care in the church or in the parking lot.

Fellowship Sundays

Parents are encouraged to participate in the fellowship Sundays. Catechists do not take their classes to fellowship in place of or during class.

ATTENDANCE AND ABSENCE:

The Religious Education Program calendar year consists of 31 classes during the year from September to the beginning of May. During these weeks there are Penance opportunities and other activities vital to the faith formation of the children and youth. Each class is one hour-thirty minutes in length. The forty six hours per year of instruction is truly not sufficient to complete all the lessons planned for the year. If the parents do not reinforce at home what has been taught in class, it will be difficult for the children to retain in such a short time the teachings that will form the very foundation of their faith and spirituality.

- Every student is expected to attend all scheduled religious education classes in addition to participation in Sunday Liturgy.

If a student has excessive unexcused absences, he/she may be asked to repeat that grade. If arrangements are made with the Catechist to make up the work missed, the unexcused absence may be changed to an excused absence. (depending on the reason for the absence)

IF YOUR CHILD WILL BE ABSENT FROM CLASS:

- Please call the office (410 255-4646 x1416). Leave the following information:
 1. Your child's full name
 2. Your child's grade and teacher's name

Absence:

Excused – A note was provided by the parents and make up work has been completed and accepted by the catechist.

Unexcused – The child was absent with no notification from the parents and no make up work completed.

Tardiness:

Frequent tardiness can cause interruptions in class. It is important that children be on time for class. Children who arrive after 10:15 A.M. will be marked late. They are to check in at the front office before going to class.

Sports/Cheerleading Absences:

Absence for Sports/Cheerleading events is not an excused absence.

While we recognize that sports and cheerleading help to make our children well rounded individuals, we ask that parents not allow the children to miss class due to sporting events or cheerleading. In case of any absence, parents should check with their child's catechist for any make up work.

Family Concerns:

If there is a severe illness or death in the family, please notify the Faith Formation Office. Should you need support, we would like to be present for you and your child in difficult times. We will also notify your child's Catechist.

Medical Concerns:

This information should be included on the student registration form. Please make us aware if your child has any **allergies**, special medications, or special needs. While we always try to make accommodations for our families, we cannot be responsible for dispensing medications; and children should not be bringing any medications to class. Also, if your child has any learning disabilities we would like to provide whatever accommodations available to assist your child in having a good experience in the program.

Arrival and Departure:

Parents are expected to bring their children on time. The volunteer teachers spend time preparing their lessons, and it is important that they have enough time to present them. Students arriving late can disrupt the schedule. Parents are expected to bring the children to their classrooms and pick them up based on the dismissal policy. Safety is our number one priority. Classes begin promptly at 10:15 a.m. so arrival should be no later than 10:10am. Dismissal begins at 11:40 a.m. The Catechists may have plans of their own after class, so a prompt pick-up is expected.

PROGRESS EVALUATION REPORTS:

Students are evaluated in the following areas:

Attendance Class Participation Grade Level Understanding Conduct

These four components determine how well the student is doing in the Religious Education Classes.

Evaluation Reports are distributed to students twice annually. Teachers are encouraged to give quizzes and chapter unit tests in order to help measure understanding.

- Progress reports are used to advise parents/guardian of the student's progress.

Classroom Policies:

Good conduct, cooperation, attention and courtesy are expected during class time. Students are expected to respect the property of other students.

These rules are simple and no different than what we would expect during regular school day classes.

- Treat others the way you would like to be treated, with respect and kindness
- Teachers and students should be treated with respect at all times.
- Students must sit where the catechists tell them to sit.
- Care and respect must be shown for the school and parish property.
- Books must be brought to class unless the Catechist advises otherwise.
- **Absolutely no cell phones**, hand held computer games, or other electronic devices. Catechists will be permitted to take these away from students and give them back at the end of class. If it becomes a problem, a parent will have to get the phone from the catechist.
- No gum, candy, food or beverages allowed in the school or church property

Dress Code

Students also are expected to wear modest clothing to class. Shorts and tops which do not cover the midriff area, pants hanging off of hips, mini-skirts, spaghetti straps, graphic depictions or written references to drugs, alcohol, weapons or graphic sexual connotation or profanity may not appear on any clothing. If a student arrives dressed this way, his or her parents will be called. The parents should bring alternative clothes for the student to change into so that he or she may return to class.

Communication:

- The quickest method of communication is by e-mail. Please provide us with a current email address.
- Communications throughout the year will be posted to the Faith Formation Web site at stjane.org.
- Issues of a sensitive nature would require a phone call or personal meeting.

DISCIPLINE PROBLEMS:

We believe that you send your children to our program with the direct purpose of assisting you in bringing your children closer to God - Father, Son, and Holy Spirit; to model for them the way to walk with Jesus in their lives; to respect and love the sacraments; to understand this family we call Church. To accomplish this there has to be an environment of peace and respect.

Based on Dr. Glasser's "10 Steps to Discipline," we have formed the following policy in relation to classroom behavior expectation:

- Ask the child what he/she is doing (to help identify inappropriate behavior).
- Discuss with children what is appropriate for classroom.
- Advise the parent of repetitive disruptive behavior.
- Set a probationary period for youngsters to adjust.

Catechists are most agreeable to discussing behavior difficulties with parents. The Coordinator of Religious Education is also available for conferences.

Any student who consistently disrupts a class or who continually fails to cooperate with the catechist and other students within a class shall be subject to the following procedures.

1. First incident - The Catechist will speak with the student and after class, notify the Coordinator of Religious Education.
2. Second incident - Catechist will send the student to the main office. The Coordinator will contact the parents, and the student will not return to class that day.
3. Third incident - The Coordinator will contact the parents to schedule a conference about the situation. During this conference, the student will be asked to enter into a contract which will seek to resolve the problem. The contract will name the problem situation, the corrective action agreed upon and the penalty for failure to comply with the contract. The contract will be kept on file in the Religious Education office.

If there is no improvement, in fairness to the Catechist and other students in the class, the Coordinator of Religious Education will request that the Parents attend class with the student.

Dismissal Plan:



At 11:40am, the first bell is sounded for all classes on the 1st floor of the building. The children on the first floor are to remain in their classrooms until they are picked up by their parents. When the second bell sounds at 11:45am, the classes on the 2nd floor of the school are dismissed and should be brought to the first floor hallways by their teachers. All children will wait in the School building until their parents come for them. The Teachers from the second floor will be hall monitors and outdoor monitors of the school building. All classes are dismissed on the Second Bell at 11:45am.

All Children are to be picked up inside the building by the parents.

Parents are asked to park their cars and come into the building to pick up their children.

No cars are allowed in the circle in the front of the building.

Class Cancellation:

Whenever Anne Arundel County declares a weather emergency or Anne Arundel County Schools are closed due to weather, RELIGIOUS EDUCATION SESSIONS WILL BE CANCELED. We request that you do not call the Rectory for this information. **You can check the parish web site at <http://www.stjane.org> for closing information or listen to WBAL AM 1090 Radio .**

Parent Involvement

Parents are encouraged to help out in the classrooms. If you wish to help in the classroom, you must be STAND certified. STAND training information can be found on the parish website. The Catechists would appreciate the help.

Annual Pancake Breakfast

Parents are encouraged to help with the Annual Pancake Breakfast. Help is needed to work in the Kitchen, selling raffle tickets, baking cakes, and working at the various wheels at the breakfast. If you can help, please contact the Faith Formation Office at 410 255-4646. Your help is greatly appreciated!

STAND – (A Program of the Archdiocese of Baltimore)

The Archdiocese of Baltimore is committed to providing a safe environment for the children that are entrusted to us for Religious Education. All Volunteers must complete the Archdiocese of Baltimore Application for Volunteer Services complete with names of references, and a volunteer criminal history screening consent form, and take the STAND training that is online regarding child abuse and protection for children. All Catechists and Classroom Volunteers must be STAND trained and certified.

Parents may attend no more than 2 classes without STAND certification. After the second class, any Parent who comes into the class and remains must be STAND certified.

All STAND Materials are available on the St. Jane Frances Parish Web Site at the following URL:
To take the online training follow the instructions at this web site.

<http://www.stjane.org/Volunteer-stand.htm>

Catechesis for Human Sexuality

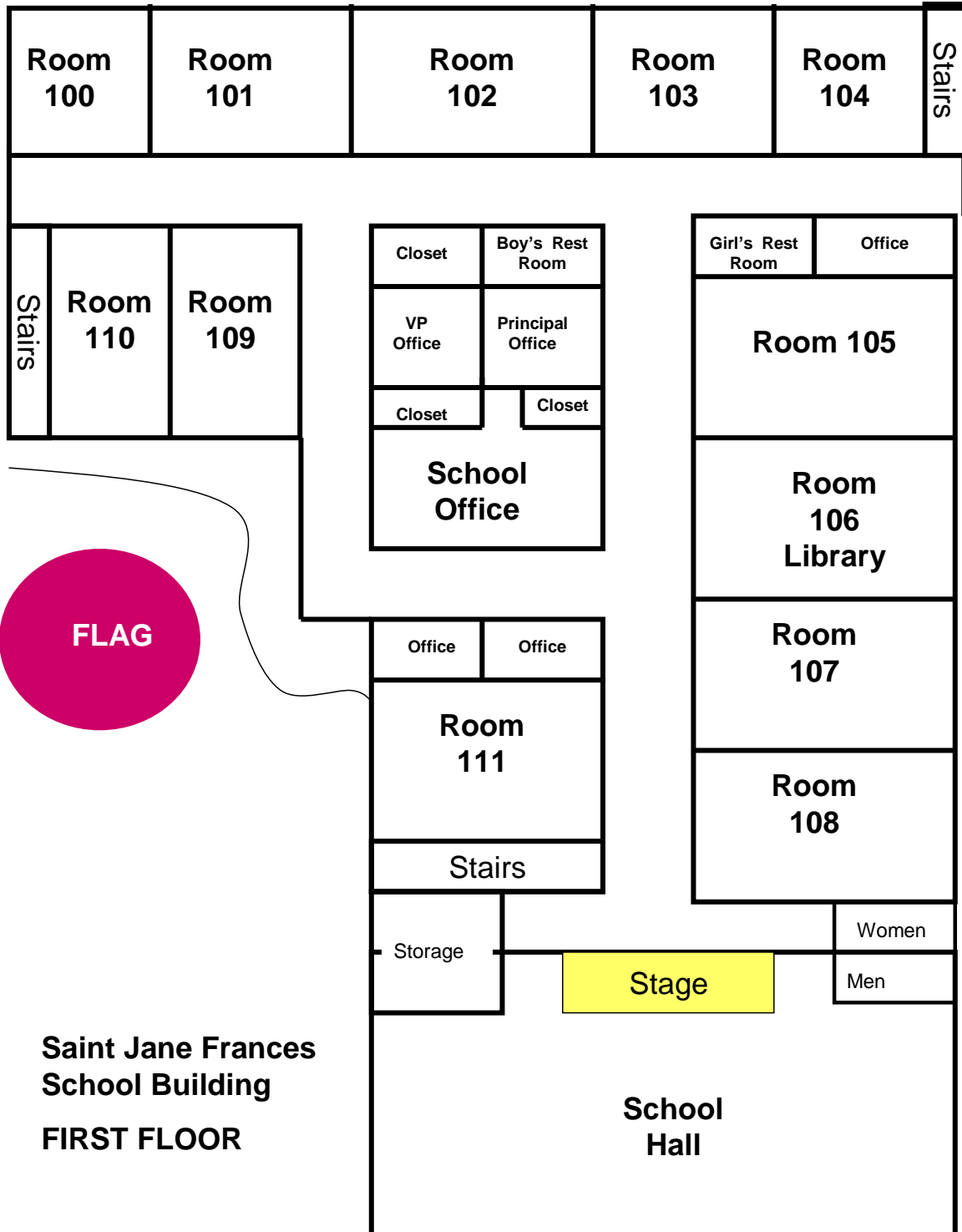
Saint Jane Frances Religious Education program utilizes the Harcourt Religion Publishers “Growing in Love” Series. This series is correlated to the “Call to Faith” series that is used for our program. Catechists teach these concepts throughout the year.

Parents are encouraged to look over the materials their children will be using and the additional parent information included in the parent folder.

Catechists will cover sexuality material in generalities only; parents are encouraged to discuss more sensitive topics at home with their children.

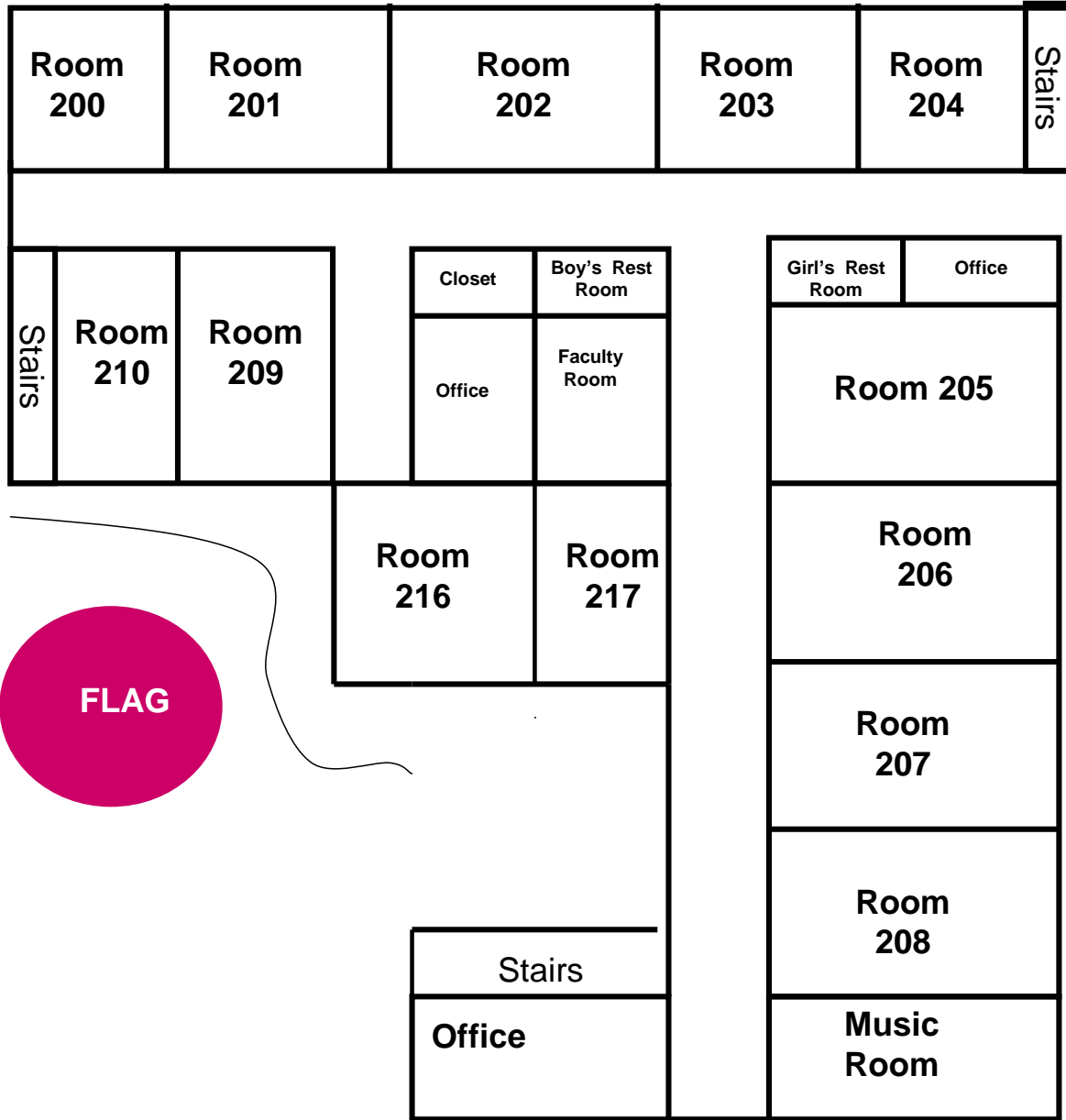
Please contact the Coordinator of Religious Education if you have any questions or concerns.

School Building Diagram



**Saint Jane Frances
School Building
FIRST FLOOR**

School Building Diagram



**Saint Jane Frances
School Building
SECOND FLOOR**

