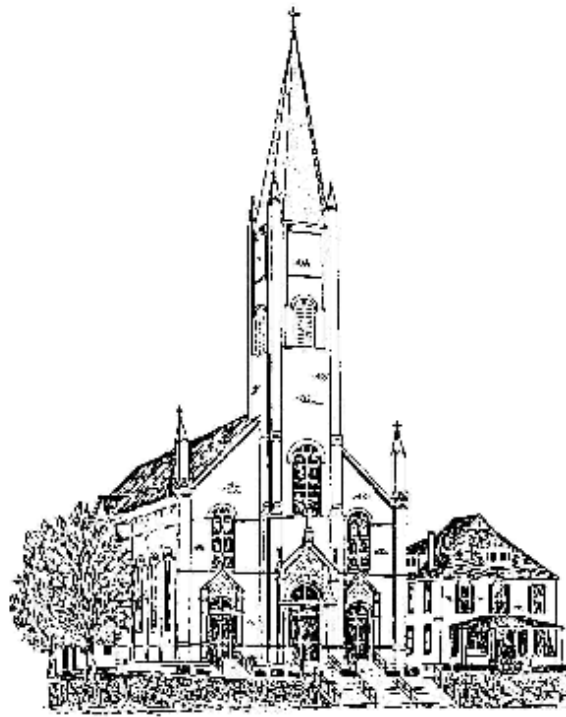


ST. JOHN THE BAPTIST PARISH

Maria Stein, Ohio



RELIGIOUS EDUCATION HANDBOOK

MISSION/PURPOSE

Jesus said, "Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs." Mt. 19:14; Mark 10:14; Lk 18:16

"God our Savior....desires everyone to be saved and to come to the knowledge of the truth." 1Tim. 2:3-4

The mission of the St. John the Baptist parish religious education program is threefold: message, community, and service:

- 1) Educate our students on the message revealed by God which the Church proclaims. To teach that the doctrine (Scripture and Tradition) is not merely a matter of intellect, but is the basis for a Christian/Catholic way of life;
- 2) Promote community/fellowship in the life of the Holy Spirit;
- 3) Encourage service to the Christian community and the entire human community.

ENTRANCE – ADMISSION

All Catholic students living within the boundaries of St. John the Baptist parish as well as students who live outside the boundaries and are registered at St. John the Baptist parish are eligible for entry into the parish religious education program.

There will be no discrimination on the basis of race, national origin, or handicap conditions.

BAPTISMAL CERTIFICATE

All students entering the parish religious education program are required to submit a copy of their baptismal certificate.

FEES

A fee of \$60.00 per child for the first three children shall be paid by all parents/guardians. A maximum of \$180.00 shall be paid by a family.

BOOKS

All students (grades 1-12) will be given a religion book to borrow through the year. They will not be permitted to write in, or damage the book. They are to be turned in at the end of the year. If the student loses his/her book or damage it in any way they will be required to buy a new one to replace it. The cost of a new book is \$20.

DUTY OF PARENTS/GUARDIANS

The role of parents/guardians in the religious education of their children is of such importance that it is almost impossible to provide an adequate substitute.

Parents/guardians are expected to pray with their children, attend the Catholic Church with their children, and provide encouragement and support for the religious education program.

NON-CUSTODIAL PARENT RIGHTS

The Religious Education Coordinator needs to be informed by the custodial parent of the rights of a non-custodial parent.

CLASS DAYS AND TIMES

Religious education classes for Grades 1-12 shall be on Wednesday evenings from 7pm to 8pm. Linda Thieman's 10th grade class will begin at 6:45 and be dismissed at 7:45.

ATTENDANCE

Regular, participative attendance in classes is vital if students are to move forward in the knowledge and appreciation of their faith. Thus, it is very important for all students to be present and on time for each session.

If it is known that a student will be absent, this needs to be communicated to the teacher or Coordinator PRIOR to the class.

Families requiring an excused pattern of absences need to make this known to the Coordinator.

If a parent has NOT called the teacher or Coordinator prior to an absence then the Coordinator will contact the parent after the missed class.

ABSENTEEISM

Students will be held responsible for all missed work. Parents/guardians should make necessary arrangements with their child's teacher if absences occur.

HOMEWORK

A teacher may assign homework. Parents/guardians are expected to see that their children complete assignments. Homework should NOT take more than one hour per week.

CLASS CANCELLATION

If classes are called off because of weather or otherwise, this will be communicated via radio, WCSM, and via telephone chain. If school has been cancelled for the day CCD will automatically be cancelled for that evening.

DISMISSAL ON RAIN DAYS

If it should storm on a Wednesday evening as we are dismissing students we will dismiss in the following manner. Student's grades 1-6 will line up in the hallway and the monitors will dismiss the students according to the carpool as they arrive. The high school students that are picked up by a carpool should stay under shelter at the high school commons entrance.

MASS PARTICIPATION

All students enrolled in the religious education program are expected to participate on a weekly basis in the Sunday celebration of the Eucharist.

In addition, each student will be expected to be present and involved when his/her class is participating in a special way in the Eucharist.

ARRIVAL AND PICK-UP TIMES

Students should not arrive more than fifteen minutes before class starts and should be picked up at dismissal time (no later than 8:15pm) unless prior arrangements are made with the Coordinator of Religious Education.

MEETING PLACES

Upon entering grounds students will immediately report to designated meeting places:

Grades 1- 6 – elementary gym

Grades 7-12 – high school gym

Students may not play on gym floors.

Students with classes in the high school building will enter through the gymnasium entrance; Students with classes in the elementary building will enter through the south entrance of the elementary building (By the preschool room).

DROP OFF AND PICK UP PROCEDURES

For reasons of safety, all drivers with or without students at grade school or high school are required to enter from State Route 119. **DO NOT ENTER FROM ROUTE 716.** When dropping children off at the elementary building, please pull up to the front of the **south end** of the elementary building so the children can **enter the south** door. (next to preschool room).

When picking up students at the elementary building, also enter from St. Rt. 119 and exit 716. Students will be exiting the South door of the elementary building. Elementary students **will not** be allowed to run to the high school parking lot to get in cars. High school drivers with elementary students are to park in the parking lot south of the elementary in the back row and escort the students to your car **or** exit onto St.Rt.716 from the South end of the high school and enter the elementary from St. Rt. 119 and exit St. Rt. 716. High School drivers without elementary students are to **park west of the commons** and **exit from the south end of the high school**. This also pertains to parents who come to pick up students who park on the south side of the elementary building – you must come to the door to walk your child to the vehicle – the students may not walk themselves to your car.

All drivers are required to follow the directions/instructions of the parking lot attendants.

Speeding will not be tolerated.

OFF-GROUNDS ACTIVITIES

All classes shall be held in the assigned classroom or in church. NO classes may be held in homes. All exceptions must be approved by the Coordinator and the Pastor.

If an exception is granted, students will be required to return an Archdiocesan approved permission slip signed by their parent/guardian before they will be allowed to participate in an activity off campus.

REPORTING TO CLASSROOMS

All students will be escorted to their respective classrooms from the assigned meeting places.

CELL PHONE/ELECTRONIC DEVICES

There is to be **absolutely no cell phones or electronic devices** in the classrooms. If your child is found with one it will need to be handed to the teacher with the power off until the end of class. If it becomes a persistent problem further measures may be taken.

LOITERING IN PARKING LOTS

There shall be no loitering in parking lots before or after class.

SCHOOL PROPERTY

Students may not touch computers, teachers' desks, classroom decorations, public school books, or sports equipment.

FOOD, GUM, BEVERAGES

Students may not bring food, beverages, gum, or candy on the property or in the buildings for religious education. The only exception: the teacher may allow the students for the last class of the school year to bring the prohibited items, provided they are consumed outside.

LOCKERS

No student may go to any locker while on school grounds/property before, during or after religious education classes.

MEDICAL EMERGENCY

In case of a minor illness or injury, the student will be treated in school and the parent/guardian will be notified when they come to pick up their child. If there is a severe illness or injury, an ambulance will be called for the child and the parent/guardian or persons designated by the parent/guardian will be notified immediately.

CHILD ABUSE

The Coordinator of Religious Education is required by the Ohio Revised Code and Archdiocesan Policy on Child Protection to report suspected or actual child abuse or neglect to the proper authorities.

OBEDIENCE

All students will obey instructions of the Coordinator, teachers, hall monitors, aides, substitutes, and traffic attendants.

DISCIPLINE

While no person can look into another's heart/soul and measure their love of God, there are some behavioral characteristics that can indicate the intensity of a person's love of their neighbor. Teachers are responsible for establishing the rules and consequences for their own classrooms. In general, students are asked to be respectful to themselves, to others, and to their own property and property of others. If a student's inappropriate behavior significantly diminishes his/her fellow students' learning opportunities and/or requires a disproportionate amount of time, that student will be referred to the Coordinator of Religious Education.

If there are continued behavioral problems, the parents/guardians will be contacted. If the behavioral problems are not remedied, then the student will be expelled. For most severe behavioral problems the student may be immediately expelled by the Coordinator of Religious Education, with immediate notification of the parent/guardian.

EXPULSION

A student may be expelled from the religious education program for the following, non-inclusive reasons:

- 1) When a student's behavior is of a serious nature, or constantly disruptive;
- 2) When the student resists all attempts at correction by the teacher, Coordinator and the parent/guardian;
- 3) When the student has a negative impact on the learning environment of the classroom so as to diminish the other students' opportunities to learn.

RE-ADMISSION

When the problem that caused the expelled student's unacceptable behavior has been resolved and there is an assurance of cooperative behavior, the student will be welcomed back into a classroom.

The time of this re-admission will be determined by the Coordinator of Religious Education and Pastor.

SEARCH AND SEIZURE

Religious education programs have no Constitutional restraints on the use of search and seizure. If a student is suspected of having weapons, drugs, or alcohol in his/her possession the Coordinator of Religious Education may conduct a search or contact the Sheriff's Department. An adult staff member will be present during the search as a witness. If the student refuses to cooperate, his/her parents/guardians will be contacted to assist in the search.

COMPLAINT PROCEDURE

If a parent/guardian has a complaint they should follow the procedure outlined below:

- 1) Communicate first with the person with whom there is a problem;
- 2) Communicate with that person's most immediate supervisor;
- 3) Communicate with the Coordinator of Religious Education;
- 4) Communicate with the Pastor.

CHANGES IN HANDBOOK

Changes in this Handbook will be announced in the Sunday bulletin of St. John the Baptist Parish.