

REVISED

1-19-07

Parent-Student Handbook

2006-2007

(Name of School)
(Address)
(City/State/Zip)
(Telephone)

SAMPLE

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, source of referral of applicants for admission and employment with schools in the Diocese of Davenport are hereby notified that the schools do not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 and title I of the Americans with Disabilities Act, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning schools' compliance with the regulations implementing Title VI, and Title IX, of the Civil Rights Laws, the Americans with Disabilities Act or Section 504 is directed to contact: Char Maaske, Human Resource Coordinator, who has been designated to coordinate the schools' efforts to comply with the regulations related to these laws.

Char Maaske
Human Resource Coordinator
2706 N. Gaines Street
Davenport, Iowa 52804-1998
Phone: (563) 324-1911
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CATECHESIS

The Catechism of the Catholic Church quotes John Paul II from *Catechaesi Tradendae*. As he describes what is entailed in the ministry of catechesis.

"Catechesis is an *education in the faith* of children, young people and adults which includes especially the teaching of Christian doctrine imparted, generally speaking, in an organic and systematic way, with a view to initiating the hearers into the fullness of Christian life." (CCC5)

The National Catechetical Directory further clarifies what elements should be a part of a catechetical program.

Like other pastoral activities, catechetical ministry must be understood in relation to Jesus' threefold mission. It is a form of the ministry of the word, which proclaims and teaches. It leads to and flows from the ministry of worship, which sanctifies through prayer and sacrament. It supports the ministry of service, which is linked to efforts to achieve social justice. (NCD 32)

Guided by the principles found in the documents of the Church on the ministry of catechesis the catechetical program in this parish will include the following elements:

Message: The story of Scripture and the teachings of the Church will be communicated within the context of the faith story of each student and signs of the times in society and the world.

Community: Efforts will be made to form Christian community among the students through interaction and faith sharing.

Prayer and Worship: The participants will be exposed to many forms of prayer and worship to help them become pray-ers, persons who have a close relationship with God that is expressed in prayer and worship and especially the Eucharist.

Service and Justice: Participants will be exposed to the call to service and justice, which is inherent in the message of Jesus and the teachings of the Church.

MISSION STATEMENT

The Faith Formation Center, through the leadership of the pastors, continues the mission of Jesus Christ to preach and teach, to celebrate and to serve so that God's kingdom may come in its fullness. Our mission is to encourage and aid each family in developing an active faith by providing instruction, and enabling each member to live the doctrines of the Catholic tradition.

GOALS

To promote and encourage:

- Proclamation of the Good News as revealed through Jesus, the Christ
- Worship of God through private and liturgical prayer
- Service to the Christian and entire world community
- Parents in their role as primary catechists of their children

GENERAL INFORMATION

- (Parish) (Pastor)
- (Parish) (Pastor)
- K-12 Director:
- K-5 Co-Director:
- 6-12 Co-Director:
- RCIC Coordinator:
- Secretary:
- Board of Education/Faith Formation Committee:

Location of Faith Formation Office:

Office Hours:

Office Phone Number:

FAX:

E-mail:

RELIGIOUS EDUCATION FEES

K – 8	1 child	\$
	2 children	\$
	3 or more children	\$
Confirmation (Payable over ___ years)	Per student	\$

- Must be registered, contributing member of the Parish

PARENTAL RESPONSIBILITIES

A parent who would like their child to attend the program...

1. Must/should be a registered contributing member of the parish.
2. Are responsible for providing the parish with information regarding the child's baptism and other sacraments as applicable. Children being enrolled in the Religious Education Program for the first time must present an original copy of their Baptismal Certificate. Please inform the office staff if your child was baptized at this parish, in which case it is not necessary to present a certificate.
3. Attends Mass weekly with his/her child.
4. Takes responsibility for his/her role as primary catechist.
5. Collaborates with the catechists in the program by sharing faith with the child at home and by making sure the child does any required follow up to the lessons taught in class.
6. Teaches their child the traditional prayers of the Church at home.
7. Maintains an open line of communication with their child's catechist.
8. Brings their child to class at _____ and picks them up no later than _____.
9. When the child is dropped off for class, makes sure that their child enters the building where classes are held and goes to the classroom.
10. Brings his/her child to class dressed appropriately, ready to participate with enough rest and nourishment and makes sure the child has gone to the bathroom, if needed, before class.
11. Attends parent meetings when requested.
12. Is supportive of the catechist especially in the area of discipline.
13. Reads this handbook, completes and turns in the forms necessary for registration.

The Faith Formation Staff along with the Pastors believe parents are the primary educators in the faith formation of young persons.

As primary catechists of your children, you teach by the word and example of your everyday lives. It is important that you model the behavior and example you want your child/children to display. They need to know and experience ongoing Scripture study, regular participation in the Mass and Sacraments, care for the needy, and service to the community as an important part of your life.

As stated in *The Catechism of the Catholic Church* No. 2226:

"Education in the faith by the parents should begin in the child's earliest years. This already happens when family members help one another to grow in faith by the witness of a Christian life in keeping with the Gospel. Family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God. The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place of the catechesis of children and parents."

As parents, we ask you to:

S **Stress** the importance to your child of learning about his or her faith by talking about and taking an interest in what was done in the Religious Education Class. Model learning behavior by participating in adult education opportunities.

H **Help** your child actively practice his or her faith by attendance at Sunday Mass and daily prayer.

A **Accept** primary responsibility for the religious education of your child/children. Religious education classes are a support to what is happening in the home to nurture the faith of your child/children. When books are sent home, they must be returned each week along with any assigned work.

R **Reinforce** the religious education teacher's attempt to maintain a teachable atmosphere in the classroom. The religious education teacher has a right to the respect of your child and proper conduct in the classroom.

E **Encourage** good attendance at religious education classes.

SACRAMENTAL PREPARATION

All students preparing for Sacraments should be enrolled and actively participating in classes for one year prior to the celebration of the Sacraments. A child must be a baptized Catholic to receive the sacraments of Reconciliation, Eucharist or Confirmation. In addition, a child seeking to celebrate the sacrament of Confirmation must have received First Communion before entering Confirmation regardless of the age of the student.

The parent/guardian of any child/children who desire to become a member of the Catholic faith and who have not been baptized or have been baptized in another faith should call and make an appointment with the DRE to inquire about preparation for initiation into the Catholic Church.

Children in the second grade will be preparing for and receiving the Sacraments of Reconciliation and Eucharist. Because of the extreme importance of the sacraments in the life of the child, parents need to be actively involved in this preparation. **At least one parent, or a responsible adult, is expected to attend each Sacrament Preparation meeting.**

The Sacrament of Confirmation is received by students in grades _____. The Confirmation program is a two-year process, which begins in grade _____. Parent involvement is important. **At least one parent, or responsible adult, is expected to attend the Sacramental preparation meetings.**

The meeting dates and times for Reconciliation, Eucharist and Confirmation will be established each year and notification will be mailed to the participants.

FAITH FORMATION SCHEDULES

Elementary Classes for grades K-5 students are held on _____ evenings during the academic school year from ____ to ____ pm at _____.
Parents will be sent a list of dates on which classes will be held including dates of special events.

Middle School Classes for grades 6-8 students are held on _____ evenings during the academic school year from ____ to ____ pm at _____.

Confirmation Classes encompass a two-year program for any student 9th Grade or above. Classes will be held from ____ to ____ pm at _____ on (Sunday and Wednesday) evenings monthly. Student may attend either the Sunday or Wednesday session.

Senior High School activities are held throughout the year and include retreat, social, Diocesan and Scripture studies. Sunday night sessions will be held at the _____.

DISCIPLINE PROCEDURE

The education goals, philosophy, and policies of the parishes teach responsibility and self-discipline. This is the key to good conduct, consideration for others, and learning. Therefore, the following rules are to provide a Christian setting and a learning environment that will benefit each person in the parish community:

General Rules:

- To keep hands, feet and bodily fluids (e.g. spit) to oneself.
- To respect persons in authority in all areas of the parish.
- To respect each other.
- To behave in a courteous manner.
- To take good care of property and possessions. Articles belonging to others are not taken.
- To walk in the halls in a quiet and orderly manner.
- To settle matters without violence. Therefore, no fighting, kicking, or use of inappropriate language is allowed. (As members of a Christian community, we try to settle our differences in a respectful and peaceful manner.)

In the Classroom:

- An orderly classroom is essential to learning. No student will interfere with another student's right to learn and a catechist's right to teach.
- Students will keep classroom rules they set in cooperation with their teacher.
- Students will, at all times, respect all property in the classroom they use.
- Students are expected to do the assignments given by teachers. Accountability for assignments will be handled by each classroom teacher.
- Keep hands, feet and objects to oneself.

Parish Property

- Play in the assigned area on the parish or school ground.
- Show respect and courtesy to one another.
- Stay on the parish or school grounds at all times unless given permission to do otherwise.
- Follow safety rules set up by the Director of Religious Education, Catechists and Pastors.

Parents will be called for students who violate these policies, and who demonstrate other inappropriate conduct or conduct unbecoming a Christian student.

Drugs and Alcohol Statement:

The Faith Formation Center recognizes the adverse effects of chemical abuse. Therefore, the FFC prohibits the use, passing, or selling of tobacco, alcohol, drugs, or other narcotics in any form by students. (Matches, cigarette lighters, knives or other sharp objects are also prohibited.) If there is any violation of this rule, the parent(s) or guardian(s) will be notified. The student may be suspended from the religious education program. The student may be suspended or expelled from the Faith Formation Program for these reasons and other inappropriate behavior or conduct unbecoming a Christian student.

Weapons Policy – no tolerance = Diocesan policy **ABSENCE**

We strive for maximum attendance each week, as well as from year to year. Faith is an ongoing process and children need the consistency of attending classes on a regular basis throughout their school years. To ensure the safety of our children, attendance is taken with the first ten minutes of class time.

Please notify the DRE if your child/children will not be attending class. It is the responsibility of the parent to gather information on what assignments need to be completed. If your child/children need to leave early on an evening, you must call the office and advise us in advance, and then upon arrival to pick up your child/children you **must** report to the office and a staff person will go to the classroom to get your child. **You are not to go directly to the classroom.**

When your child must miss a class due to illness or family emergency, please call the office at (phone #) before _____ P.M. and leave a message.

CANCELLATION OF FAITH FORMATION SESSIONS

If the public schools have cancelled classes due to severe weather, faith formation sessions are automatically cancelled that evening. If severe weather occurs after public schools dismiss or is predicted for the late afternoon and evening, please stay tuned to Radio Station _____ for more information or call the FFC at (phone #) for information.

COMPLAINT PROCEDURES

In case of problems, questions or complaints regarding the classroom learning environment the following procedure must be followed:

1. Confer with the child's catechist.
2. If satisfaction is not reached, your concerns must be put in writing and submitted to the DRE. The DRE will promptly address your concerns.
3. If satisfaction is not reached, submit a written complaint to the President of the Board of Education/Faith Formation Committee. The President will determine whether or not the item will be brought before the Board/ Committee.
4. Any other concerns regarding the learning environment, parish facilities, or any other factors within our jurisdiction regarding the well being of your child/children must be put in writing and submitted to the DRE. The DRE will promptly address your concerns. If satisfaction is not reached, follow the procedure in #3 above.

CURRICULUM

The following texts are used in our Faith Formation Program:

Grades K-5 _____

Grades 6-8: _____

Confirmation Program: _____

(Includes prayers)

EMERGENCY PROCEDURES

In case of weather emergencies or fire, catechists will follow predetermined procedures as posted in parish/school facilities and reviewed in teacher training.

In the event of fire:

Children will be led to safety in accordance with posted directions.

Attendance is to be taken to determine that all students are accounted for.

In the event of severe weather:

The children will be led to a predetermined safe place, and be prepared to place themselves in a safe, covered position.

PROTOCOL (2000)

The Purpose of our School and Religious Education Safety Plan: Provide an environment in which our students are in a safe and caring facility so that they will have the opportunities to grow and learn, and integrate Gospel values in their lives.

A "2000 Protocol" happens when there is an event that occurs in the school/religious education program which results in the need for students to stay in classrooms with teachers. The event may range from an intruder in the building, to a drug seizure, to a medical emergency.

FIELD TRIPS

Parents will be notified and asked to sign a form granting permission for field trips. Parents have the right to ask that their child not participate. Any child not participating in the field trip is asked to remain home during the event. Students whose prior behavior does not meet required standards will be accompanied by a parent or guardian.

PARTIES AND CELEBRATIONS

Planned parties may be held at certain times during the year (i.e., an end of the year party). Celebrations, on the other hand, are held in conjunction with the liturgical year. These celebrations are used to teach the religious meaning of Advent, Christmas, Lent, Easter and special feasts.

It is your responsibility to **report in writing** if your child has any food allergies, which we should be aware of, if the catechist should hold a party/celebration, which includes food and drink.

VOLUNTEERS

The Catholic Faith Community welcomes and encourages participation in the Religious Education programs. Each of us has gifts from God that can be shared with others. Volunteers are our most important assets.

QUALITIES OF CATECHISTS

The National Catechetical Directory has established the ideal qualities for a catechist:

- A. **RESPONSE TO CALL**
Catechists are called by God through the Church to the ministry of catechesis, not only to give time and talent for re-echoing the faith but to be open to one's own deepening, understanding and living of the Catholic faith.
- B. **WITNESS TO THE GOSPEL**
Catechists are called to believe and witness the gospel and its power to transform life. Catechists are persons with an ongoing commitment to God's Word, in their mind, in their hearts and in their lives.
- C. **COMMITMENT TO THE CHURCH**
Catechists are called to be ministers of the Word and representatives of the Church. They are called to teach what the teaching authority of the Church proclaims, and when teaching any subject must always teach what the Church teaches, regardless of personal beliefs or opinions.
- D. **SHARES IN COMMUNITY**
Our God is a community of persons, Father, Son and Holy Spirit. Made in the image and likeness of God, we are called to be God's people a community of faith. Catechists are therefore called to foster and build a faith community in their classrooms and in all aspects of the parish.
- E. **SERVANT OF THE COMMUNITY**
Catechists are called to serve the Christian community in the spirit of Jesus and the prophets. This service means not only seeking to meet the needs of individuals within the parish but also in the larger local and global community. This challenges the Catechist to be aware of Church teaching and actions in terms of peace and justice.

Catechists need to be open to receiving the service and care of others in order to truly be of service to others.
- F. **KNOWLEDGE AND SKILLS**
Catechists are called to prepare for this important ministry by acquiring the knowledge, skills and abilities needed to communicate gospel values and Church teachings effectively for different age groups.

SAFETY

For the safety of our students, the following guidelines are to be observed by everyone:

For liability reasons, all religious education classes are held at parish facilities only.

All students arriving and departing from religious education classes by automobile are to be dropped off no earlier than 10 minutes before class and picked up promptly. Upon arrival, the child should go directly to his/her classroom and wait outside the door until the catechist arrives. Should a child arrive more than 10 minutes early, or not be picked up promptly, the DRE may contact the parent/guardian and remind them that this is not permitted. If after such a reminder, the child/children continue to arrive early or not be picked up within 10 minutes after the class/program, the child/children may be dismissed from the program. Due to all the activity on class nights, we do not have the personnel to provide for care of children outside of the class periods. (I feel 15 minutes is a long time to be supervising these kids since catechists may not arrive that early due to their personal schedules!!)

Please notify the DRE of any unusual delay in picking up your child/children, and inform them of any arrangements you will make.

Please notify the DRE if anyone other than a parent or guardian will be picking up your student.

Further, the parish catechetical program respects the rights of non-custodial parents. In the absence of a court order to the contrary, we will feel free to provide the non-custodial parent with unofficial copies of records. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the DRE with an official copy of the court order. In addition, if a child is NOT to be released to a non-custodial parent, it is the custodial parent's responsibility to notify the DRE in writing and provide the DRE with a "certified" copy of the custody section of the divorce decree.

- ❖ (Traffic at Hayes School and St. Matthias is one-way for your convenience.) Please exercise care when picking up your child/children and exit with great caution.

Please exercise "great" care when "dropping your child/children off for class, and" in picking them up after class, and enter the parking lot and exit it with great caution.

- ❖ On class night, we ask all K-5 catechists, aides, and visitors to park their cars against the building or against the fence.
- ❖ If you are staying at the (Hayes) School building during class, please park against the building or the fence. The center lanes must be kept clear.

Students are asked to enter the parish facility by way of the front entrance and leave from the same entrance.

- ❖ The handicapped entrance at (Hayes School) is located at _____ where a ramp is available and the doors are open on class night. There is also a ramp available at the main entrance for any student attending classes on the lower level.

Students who are waiting for older brothers or sisters are expected to stay in the Religious Education facility under adult supervision.

Two speed humps have been installed on the back drive, please proceed slowly!

Walkers and Bike riders

APPENDIX

Diocesan Faith Formation Programs

We affirm and recognize the role of parents/guardians as “primary educators” of their children. At the same time, the role of the Bishop as Chief Catechist includes responsibility to ensure that all materials used in Catholic education are in full conformity with the teachings of the Church.

Parents/guardians and children are expected to participate in the Parish/regional system-sponsored catechetical programs, which have been approved by the Office of Pastoral Services.

Parishes should make an effort to standardize fees for all parishes’ Catechetical programs. Financial hardship should not be a deterrent nor considered a reason for not enrolling a child in the parish program.

Regulations:

1. The Office of Pastoral Services must approve programs and materials. If the parish program uses family supplement materials, the parents/guardians are expected to include them in the instruction of their child.
2. Approved catechetical programs must include a parish component involving participants gathering periodically for information, faith sharing, community building, and service opportunities.
3. Parents/guardians are to participate in the parish sacramental preparation programs and sacramental celebrations according to the guidelines of each parish.

**PARENTAL RELEASE FORM
FOR SPECIAL EVENT**

Sponsored by _____

Event _____ (see other side) Date _____

Destination _____ Phone _____

Overnight Lodging (if applicable) _____ Phone _____

Date/Time of Departure _____ Return _____

Method of Transportation _____

Parish Supervisor/Chaperone for the Event _____

Purpose of Event _____

I/We the parent(s) of _____ request that our child be allowed to participate in the _____ as described on both sides of this form. I/We understand as a parent or legal guardian, I am responsible for any liability which may result from actions taken by my child.

I/We fully understand the following: that there is a risk of injury involved in any activity; that my parish and the Diocese of Davenport are not-for-profit entities and are not making profits as a result of these activities; that the supervising adults involved are volunteers and may have no special training for this role, but are participating solely to benefit the youth involved with the activity; that due to the nature of the activity, there will be times when the activity precludes the staff and volunteers from being in direct supervision of my child at all times; that the Diocese, parish and volunteers do not have any special coverage for accidents or injuries which may occur during this activity, thus I/we are responsible for any such accidents or injuries.

With knowledge of the nature and intent of this activity, but in order to allow me/my child to participate in this activity, I release the Diocese of Davenport, _____ Church (host parish), _____ (my parish) and all staff, volunteers and persons associated with the Diocese and Church from liability with respect to any injury which may occur to me/my child during this activity.

Child's Name _____ Parent/Guardian Name _____

Child's Signature _____ Parent/Guardian Signature _____

Date _____ Date _____

CONSENT TO MEDICAL TREATMENT FORM

Authorization To Treat Minor

I/We the undersigned parent, parents or legal guardians of _____, a minor, do hereby consent and authorize the administration of first aid care to my/our above-named child, by the people in charge of the _____ (event) _____ as their judgment deems necessary, and to make necessary referrals to a licensed medical professional for treatment of illness or accidents of a more serious nature. I understand that every effort will be made to contact me/us in the event of serious accident or illness and prior to any major surgery, except emergency. In the event I cannot be reached, I hereby give permission to the medical professional selected by the adult staff to hospitalize, secure proper treatments for, and to order injection, anesthesia or surgery, if deemed necessary for my child named above.

In the event of any emergencies/need during the event, the undersigned hereby grants authority to be exercised at the discretion of my child's responsible chaperone to dispense over-the-counter medication.

Date _____ Signature of Parent/Guardian _____

Address _____ City/State/Zip _____

Father: Home Phone _____ Work Phone _____

Mother: Home Phone _____ Work Phone _____

Emergency Contact Name _____ Phone _____

Child's Birthdate _____ Date of Last Tetanus Shot _____

Family Physician _____ Phone _____

Special medications, drug or other allergies, blood type or pertinent medical information _____

Insurance Company _____ Policy No. _____

Check one of the following:

_____ Participant has proof of insurance under ordinary individual or group coverage.

_____ Participant has NO insurance. NOTICE: You may be required to pay cash in full for any necessary medical care.

PARENT REQUEST FOR GIVING MEDICATION AT SCHOOL

I request that the nurse, or the person in-charge, sees that my child,

_____, receives the following medication:

Medication _____ Amount _____

Time(s) of day to be given _____

Duration (number of days) _____

Illness/condition requiring medication _____

Prescribing physician _____

The medicine is to be furnished by me and labeled with the child's name.

Signature of Parent/Guardian

Date

PARENT REQUEST FOR GIVING MEDICATION AT SCHOOL

I request that the nurse, or the person in-charge, sees that my child,

_____, receives the following medication:

Medication _____ Amount _____

Time(s) of day to be given _____

Duration (number of days) _____

Illness/condition requiring medication _____

Prescribing physician _____

The medicine is to be furnished by me and labeled with the child's name.

Signature of Parent/Guardian

Date

READING AND UNDERSTANDING OF PARENT/STUDENT HANDBOOK

We have received and reviewed with our child/children the Parent/Student handbook for the Religious Education Program. We understand the policies, rules and regulations stated therein and intend to abide by them.

Signature of Child

Date

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date