

Saint John Vianney Parish Religious Education Handbook

The Eucharist is the heart of Catholicism. It is here we are nourished by the Word of God and fed with the Body of Christ. It is here where the Sabbath is kept holy by worship of the Living God. Eucharist is so central to our faith as Catholics that it is difficult to imagine anyone who truly believes the teachings of our faith to neglect worship.

By bringing and accompanying their children to worship on the Sabbath and educating them in the faith the parents fulfill the promises they made at the child's Baptism. Our Religious Education Program, here at St. John Vianney Parish, exists to aid parents and guardians in this most important responsibility.

Registration and Fees

Registration will be held yearly for our Religious Education Program. The calendar will be published in

The information you list on the registration is vital. Please make sure all information is accurate and up to date each school year.

If a child is not registered by the first class, registration will be handled by the Director of Religious Education on a case by case basis.

All children transferring from another catechetical program will need to contact the Director with the following additional information: A letter from the Pastor or Religious Education Director indicating the years the child was enrolled and the attendance record for the year(s) enrolled in the program.

The **program registration fee** is currently \$25 per student due at registration. Please put the registration fee in an envelope, clearly marked with your child or children's name(s), grades for this school year and the amount enclosed.

There are **additional fees** for the **sacraments** based on the cost of the books, retreats, pictures and transportation costs involved with the particular sacrament.

These fees help **defray** the costs. If anyone has a hardship, please contact our Director and arrangements will be made.

Program Schedule

The regular schedule for our Religious Education Program is as follows:

- **Corpus Christi Location** - Kindergarten through 8th grade will begin on Sunday mornings promptly at 9:45 am and end 10:45 am
- **St Pius Location** - 1st-8th grades will begin promptly at 8:15 and end at 9:15 am.

The Reception of Sacraments, by mandate of the Diocese of Scranton and the U.S. Conference of Catholic Bishops, require a **two year** preparation for **each** sacrament. This includes the weekly grade level class attendance described above, as well as additional practices and activities noted below:

If your child is receiving a sacrament, **parent meetings** are scheduled to assist you in the preparation of your child.

Sacramental preparation for **First Penance** and **First Holy Communion** includes some additional classes for retreats and practices. They will be arranged as needed and times will be announced.

Sacramental preparation for **Confirmation** includes some additional classes held on Saturdays for the catechetical component, or retreats, practices and other aspects of the preparation.

Children over age 7, who will need to be initiated into the Church through the sacraments of Baptism and/or Confirmation and Eucharist, will attend their Sunday classes and go through the **R.C.I.A.** process for their initiation into the Church.

Children's Liturgies From September through May, Father Kirwin has special liturgies for children and youth. They are noted on your calendar.

Teachers are to accompany their class level to the church and to record attendance. Children must be supervised by an adult at all times.

Our Director is happy to meet with you at any time, **except during program times.** Please call 254-9502 ext. 3 to schedule an appointment.

Arrival and Dismissal Policy

Arrivals:

Children need to arrive at their designated class rooms no **later** than **9:45 AM** at Corpus Christi and **8:15 AM** at St Pius location.

Dismissals:

All grades will be **promptly dismissed at 10:45 at Corpus Christi and 9:15 AM at St Pius**

For the safety of your children and for your convenience, please make every effort to be prompt. If there are unforeseen circumstances beyond your control and you are late, you will find your child with our director or a teacher in the back of the church or in our parish office (rectory at St. Pius).

K through fourth grade: Please drop off and pickup your children at their classroom with their teacher. In Corpus Christi this is at the Parish Hall and at **St. Pius** in the Rectory. Children will ***not*** be allowed to leave by themselves. **IF, you must send an older brother or sister, please send in a note to be kept on file in the office. If there are any issues such as custody, or an individual who is not allowed to pick up your child, please send a note to the director.**

Grades 5 through 8 will be dismissed from their areas.

Class Cancellations

Cancellations due to inclement weather or any other emergencies will be posted on:

- our **Facebook page** (Saint John Vianney Parish, Scott, PA)
- our **Twitter account** found on our parish webpage (www.stjvp.org)
- at the bottom right hand corner of our on **webpage**
- A message will also be left on our **answering service at 254-9502 ext. 3.**
- And we will be using **FLOCKNOTE**, to broadcast a text or email message to those parents registered with that system.

Attendance Policy

Children are expected to attend **all** classes on Sundays **and** any sacramental preparation classes. Any missed work will need to be made up with a reading or written assignment and returned to the teacher.

Please notify the Director of Religious Education when your child will be absent and send in a written excuse when he or she returns to class.

Any child with **3 incomplete assignments** must meet with the Director of Religious Education to be readmitted to class.

Students who have missed 2 months or more of their religious education will be required to attend a supplemental program, **as well** as attend their grade level class on Sunday mornings.

Illness or Emergencies

If your child becomes ill during class, the person(s) you have listed in order of preference on your registration form will be notified immediately.

Tardiness and Leaving Early

If your child must leave early, a written note is required and you must sign your child out. A sign out sheet will be in the back of the church hall at Corpus Christi, on the kitchen table at the parish office, and on

the table in the large room in St Pius Rectory. Please be considerate as this is very disruptive.

Parents are asked to home school their children if they find a need to leave class early or arrive late on a regular basis.

Progress Reports

Progress reports will be sent home three times each year. We ask parents/guardians to review the report, sign it and return the report at the next class. The dates will be put on our school calendar as to when the progress reports will be distributed to your child.

Visitors

No visitors will be permitted into the class areas during class time. **This is necessary for the safety of the children.**

Discipline Issues

Discipline problems in the classroom will be handled in the following way:

1. The teacher will ask the student to stop the behavior.
2. Should the behavior continue, the teacher will report the behavior to the parent by phone and to the Director of Religious Education in writing. The majority of disciplinary issues can be resolved by the parents.
3. Anyone who displays behavior inappropriate for the class level or endangers another student or anyone else will be immediately removed from the classroom with the Director of Religious Education. The parents will be contacted immediately, and Father Kirwin will be informed as soon as possible. Again, we believe most issues can be resolved with the assistance of the parents.
4. No cell phones are to be used during class. Phones must be turned off before class begins. Should a problem arise, the Director of Religious Education should be informed and accompany the child to the office where a phone call is made to enlist the assistance of the parents.

5. No weapon, of any description, or any medication, (prescription or over-the-counter, or illegal drug), may be in the possession of a student at any time.

6. Proper clothing must be worn to the programs. No suggestive clothing or unacceptable language on shirts, etc. is allowed to be worn to the Church or to our classrooms.

Safe Environment Policies

Mandated Reporting of Child Abuse:

Step 1. If you have knowledge of OR suspect that a child is abused, you must “immediately” make an oral or electronic report to Childline at 1-800-932-0313 or www.compass.state.pa.us/cwis.

Step 2. After notifying the authorities, you must inform the person in charge or their designee (i.e. Pastor, DRE)

Step 3. If the report was made by phone, you must complete a written (CY47 Form) or electronic report within 48 hours. If the original report was filed electronically and confirmation of receipt was obtained, your obligation is fulfilled.

Internet Communications between teachers and students is strictly forbidden. Any teacher who has “friended” a child attending any grade level in our program on Facebook must “unfriend” or resign. Photos of children must have parental permission to be posted on the Parish Website and/or the Parish Facebook page or anywhere on the internet. Photos of children are considered the private property of parents.

Teachers and Assistants

Your time and talents are gifts to our program and we would welcome any help as assistants or teachers. We will train and help you in any way possible. You will be required to have two clearance forms, complete the Virtus Program and sign a Code of Conduct prior to service.