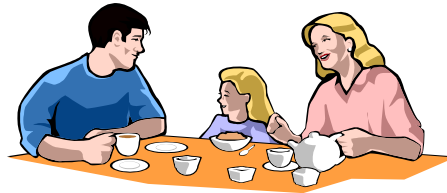


Sacred Heart Church
Religious Education
Parent/Student Handbook



2010-2011

105 Wilson Avenue
Havertown, PA 19083

www.sacredheartmanoa.org

Parish Mission Statement

*We, the Sacred Heart Parish Community,
knowing we are sustained by the Eucharist,
dedicate ourselves to:*

forming a prayerful and
worshipping community;
educating all in Christ's Wisdom
formed in and through the Gospel;
living our Faith in today's society.

We Strive to:

invite, welcome and serve all
through stewardship;
unite our Community through
acceptance of one another;
comfort through word and deed.



September 2010

Dear Parents and Students,

Summer days are spent and once again we turn our attention to the continuation of the formal religious education of the school age children of our parish. With certainty we know that the daily love and care within our families are the work of the Holy Spirit. God is present with and through all of us making each of our homes a domestic church. Our activity can be God's activity. It is precisely in our witness of love for one another that the message of Jesus is passed on.

Our humble attempts to pass on the truths of the faith can only make sense in light of a loving family. Let us pray for one another in the days and months ahead that we can be the presence of Jesus for one another, allowing the love and kindness of God's Spirit to grace our homes, our neighborhoods, our religious education program and our world.

God bless us all!

Sincerely,

Sister Kate McCafferty
Director

The Goals of the Sacred Heart Religious Education Program

We see this program as an extension of the parents' responsibility to proclaim the message of our salvation for they are the primary teachers of their children.

In accordance with diocesan policies and guidelines, our goals are:

- to offer to the children in our parish who attend public school, formal religious instruction in accordance with our Catholic tradition.
- to offer additional opportunities throughout the year to develop their faith and become involved in the Christian community.
- to assist parents in their understanding of the faith by offering parent meetings, including an updating of their understanding of our church sacraments.

Web www.sacredheartmanoa.org

CATHOLIC YOUTH ORGANIZATION

Sacred Heart Parish sponsors a Catholic Youth Organization. All students in our program are encouraged to take part in its activities. President Maria Pardini wants the students in our Parish Religious Education Program to take full advantage of all that is offered in our CYO. The CYO web page is shsmanoacyo.org.

Staff

Pastor.....Father Henry McKee
Director.....Sister Kathleen McCafferty SSJ
Assistant to Director.....Wendy Selfridge
CYO Director.....Maria Pardini
Youth Group Coordinator.....Kathy Morley

Telephone:

Office: (610) 449-3000
Resource Room: (610) 446-7597 (Monday and Wednesday
Evenings)
School: (610) 446-9198

When class is in session please call the resource room number.

Class Schedule

Monday Evenings

6:45-8:00 PM
Grades 1, 3, 4, 5

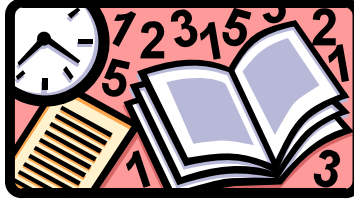
The Edge

Grades 7 and 8

Wednesday Evenings

6:45-8:00 PM
Sacramental Preparation Classes
(Grades 2 and 6)
Grades 1,3,4,5

Sunday Mornings—Special Needs Students from 9:30-10:15



Policies

1. Abuse/Neglect: The state has laws mandating that persons who work with children report suspected abuse and neglect. Persons who fail to report can incur both civil and criminal penalties.

2. Admission Policy: All families in our parish are eligible to register in the religious education program. Our call as Christians requires love and respect for all people. No one will be turned away based on race, ethnicity, physical disability or financial difficulty. Catholic families not registered in our parish and are members of another parish will need to attain a letter of permission from their pastor as well as speak to the director of the program should they desire to register their children.

Parents whose children are new to the program and have been baptized in another parish must present a copy of the baptismal certificate at the time of registration.

3. Arrival/Dismissal: Students are to be on time for class. Children grades 1-6 are to enter through the doors off Manoa Road and go immediately to the gym. Children grades 7 and 8 are to go to Everett Hall. At dismissal after the first announcement students in grades 3-6 who have a younger brother, sister, or carpooler in grade 1 are to go to meet them at their classroom and escort them out of the building. Children

will be dismissed with a second announcement. Children in grade 1 should meet their parents in the gym. For safety of all children, parents who drive children to CCD are required to:

Drop off: come through the school parking lot from West Chester Pike and circle around leaving the parking lot onto West Chester Pike.

Pick-up: come through the school parking lot from Manoa Road, park in one of the 4 or 5 car lines (meet your child at the front entry of the school or in the gym if in first grade), and leave parking lot onto West Chester Pike.

Children whose parents are running a bit late at pick-up time are to wait for their parents at the front entry of the school.

4. Attendance: Children are expected to attend class weekly unless other arrangements have been made with the director. **Children who are to receive Sacraments may not miss more than two classes a semester in each of the two- year preparation period except in the case of an extreme emergency. Children who miss more than this are required to attend make-up classes at the end of the academic year.** If your child is going to be absent it is important that you call 446-7597 and inform us of their absence. This is a precautionary measure. Notification through a note for a planned absence is helpful.

5. Class Assignment: Due to limited space it is necessary to have no more than 4 classrooms for each grade 1-6. In classes that have a larger number of students an aid will be provided to assist the catechist with his/her duties. **Children will be placed in class as follows:**

Seventh and eighth grade students on Monday nights in the EDGE

Second and sixth grades students on Wednesday nights.

Grades 1,3,4,5 on Wednesday night if they have brothers and sisters of children in second and sixth grade

Grades 1,3,4,5 on Monday night.

Parents who request Wednesday night when they do not have a child attending sacrament class will be admitted into class as long as there is room.

6. Class Size: No class will have more than 18 students without the consent of the director in dialogue with the catechist who will be teaching that particular class.

7. Communications: Communication to parents from this office as well as with the catechists can only strengthen our joint efforts to provide quality education for the student. Monthly communications containing important information about our program and the parish as well as an updated monthly calendar will be sent home. Information pertinent to particular grades will be sent home with students as needed. Parents are strongly encouraged to be in touch with this office if there is a concern or question. The catechist is encouraged to call parents as the need to do so becomes apparent. Parents may visit classrooms with advanced notification to the director.

8. Confirmation: The sacrament of Confirmation is one of the three sacraments of initiation. Diocesan policy requires that a student have at least two years preparation. Parents are required to register for this sacrament by meeting with one of the parish staff members. **Students who choose to be candidates for Confirmation are expected to attend Mass on Sunday. In addition they must attend class each week as well as participate in activities specifically designed to prepare the candidate for the reception of this sacrament.** Confirmation does not mark the end of formal religious education. It is in fact only part of the beginning. As a sacrament of initiation it would be important for the confirmed member to continue in his/her growth of the knowledge of the Catholic faith. For this reason, our parish program offers a

seventh and eighth youth group and a parish youth group for those in senior high school. In addition adult education classes are provided. Parents are to be mindful that if the decision is for the sixth grader to be confirmed then it is also a decision to have the child continue in his/her instruction as a member of the Church.

9. Custody of Child: Concerns regarding parental custody of a child in the religious education program must be communicated in writing to the director of the program. The response form included in this handbook allows for space to make this concern known.

10. CYO Participation: The youth of Sacred Heart are encouraged to participate in the parish CYO. In order to join children in the public school must be registered and attending the Parish Religious Education Program. **Any student who misses more than three classes a semester will be dropped from the CYO roster for the current semester as well as the following semester.**

11. Discipline: Following Jesus' command, "Love one another as I have loved you," the staff members of this program and students treat one another with mutual respect. It is our expectation that each child is aware that he/she is in religious education to learn. Students who tend to forget this and choose to behave inappropriately will be given a reminder of this expectation in class. Any further lack of cooperation in a class period will result in the student's removal from class for a "chat" with the director. Parents will be called if further action is required.

12. Dress Code: Students are to dress neatly for class. Clothing with either obscene or inappropriate messages, or logos for alcoholic beverages or cigarettes may not be worn.

Hats and coats should be removed during class. **For the safety of your child shoes with wheels inserted in the heel are forbidden.**

13. Early Dismissal: Children who need to be dismissed before the end of class should present a note to the catechist telling the time of departure. An adult volunteer will walk the child to the front door. A parent should meet the child at the front door.

14. Emergency Care: Each parent is required to fill out the emergency form found in the midsection of this book. Since children are with us such a short time we expect all medications to be administered before or after class. However, it is understandable that there may be a need to use an inhaler, which would warrant medication being brought to class. The director must be informed of any medicine being brought to class. While unlikely to be used, it is important that a health insurance policy plan number be included on the response form also.

15. Field Trips: A catechist who would like to take the children on a field trip must first speak to the director or coordinator regarding the purpose, cost and destination of the trip. If the trip is approved, the catechist must have written verification from the parents of the children stating that they do understand the nature of the trip as well as the cost along with their permission to allow their child to attend the trip. A catechist has the right to refuse participation to anyone whose conduct has not been satisfactory. A parent also has the right to refuse participation

16. First Eucharist: Second grade is the usual time for a child in our program to receive First Eucharist. Diocesan policy requires that each child be in preparation for two years. During second grade each child will participate in a retreat accompanied by at least one parent. Parents are required to

register their child for this sacrament by meeting with a parish staff member. They are required to attend all parent meetings to assist them in their own knowledge of current Catholic teachings and to receive materials to help in the home preparations for reception of the sacrament. All candidates for First Eucharist are expected to attend Mass either Saturday night or Sunday with their parent(s).

17. First Penance: The children in our second grade are prepared to receive the sacrament of reconciliation (penance). Parents will be given the opportunity to update their own understanding of this sacrament through parent meetings. In addition parents will receive instructional material to assist their child in the preparation. Each child, accompanied by at least one parent, will make a family retreat the day of the celebration of their first reconciliation.

18. Food: Food may not be brought into the school. Specific permission must be obtained from the director for exception to this rule.

19. Harassment: The Diocese of Philadelphia affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God. The Diocese is committed to providing for its employers, employees, students and volunteers a working and educational environment, which is free from physical, psychological, sexual, or verbal harassment.

The Diocese prohibits any form of harassment of or by employers, employees, students, or volunteers.

Prompt investigation of allegations of harassment will be made on a confidential basis by the most immediate administrative authority not involved in the allegation to ascertain the veracity of complaints. Any individual who engages in such harassment is subject to discipline, up to and

including discharge, depending on the seriousness of the offensive conduct.

20. Homework: Each week children in our religious education program receive one hour of instruction. In order for them to retain the material covered in class, parents should review with their children the lesson presented to them during that hour. Older children should spend some time studying the material presented during class.

21. Inclement Weather: In the event of bad weather and the need to cancel classes, we will notify KYW 1060. You can also call 610 446-7597 for a recorded message to find out if classes have been canceled.

22. Lost Books: Lost books will be replaced for a \$20.00 fee.

23. Participation at Sunday Mass: The Mass and the sacraments are a vital part of our identity as Catholics. To bring your child to class in the evening and not bring them to Church for Mass on the weekend is to give a mixed message. In class we tell the students they are required to attend Mass. Parents who do not see that their children attend Sunday Mass defeat the purpose of Religious Education since the children are being told one thing and are practicing another. Why send your child to class only to confuse him/her? Children in our program are expected to participate at Mass on Sundays and Holy Days of Obligation. It is our hope that as we make efforts to teach the truths of our faith parents support us by teaching the same things.

24. Records and Privacy: The content of a student's file will be released to authorized persons only. The program voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to

unofficial copies of student records, and catechists will be available to discuss the student's progress unless a court order providing otherwise is filed with the director.

25. RCIA for Children: (Rite of Christian Initiation For Adults adapted for children) For various reasons, children may have been baptized at the age when most of our children ordinarily receive the other sacraments of initiation. Our parish follows diocesan policy regarding the process through which our children will receive full communion into the Church.

26. Registration: Registration for the upcoming year usually begins in May. A registration fee of \$125.00, set by the parish finance committee, should accompany the information of the student unless other arrangements have been made with the pastor or director of the program. New families should send baptismal certificates with the registration form if their child(ren) was baptized in another parish. An additional sacrament stipend of \$30.00 is made for children in second and sixth grades. Those outside of the parish who wish to send their child to our program must obtain a letter of permission from their pastor and pay an additional \$50.00

27. Respect for Life: "God, the Lord of Life, has conferred on man the surpassing ministry of safeguarding life—a ministry which must be fulfilled in a manner which is worthy of man. Therefore, life must be guarded with the greatest of care, while abortion and infanticide are abominable crimes." (Vatican II Constitution of the Church in the Modern World, IV, 51).

Respect for life at every age, from conception to the moment of death, is promoted in keeping with the Church's laws and teachings

28. Sacramental Preparation: The sacraments of First Penance, First Eucharist and Confirmation are offered annually

in our parish. Diocesan policy requires candidates for sacraments to attend class for two years. They may miss up to two classes a semester before being required to attend make-up classes. Children in second grade are prepared for the sacraments of First Penance and First Eucharist. Children in our sixth grade are prepared for the sacrament of Confirmation. Children who are older than the usual age will participate in a special sacramental program. Un-baptized children beyond the second grade must participate in the RCIA for children. A Child participating in our program whose family is in another parish must obtain a letter of permission from their pastor in order to receive the sacraments here at Sacred Heart.

29. Safe Environment: In accordance with diocesan policy, all volunteers with at least weekly contact with children in our program must submit copies of a criminal background check and child abuse check to the director. They are updated every five years. In addition, all volunteers 18 years and older must attend the diocesan safe environment workshop which is offered here in the parish annually.

30. Scrip and Fun Money: Families with children in our religious education program are invited and encouraged to participate in this fund raiser for the school. Involving the purchase of gift certificates from various stores, restaurants, movie theaters, etc. parents can deduct a percentage from their registration fee for the upcoming academic year. Purchases can be made in our parish center on Sundays before and after Masses. For more information please speak to the director.

31. Search and Seizure: If a young person is suspected of having drugs or a weapon in his/her possession, the DRE is required to investigate. The following procedure will be enacted:

1. Reasonable suspicion of wrong doing.

2. The student will be walked to the office; if necessary, the DRE will go to the classroom.
3. In the student's presence, the catechist will explain the situation to the DRE/CRE
4. The student will be questioned about the suspected item, if her or she admits possession of it, it will be given to the DRE.
5. Parents will be notified of the incident whether or not an item is found in the student's possession.
6. If a student denies having such item and there is reasonable suspicion that he/she does possess it, or admits to having it and refuses to give it to the DRE, the parents will be contacted to come and assist with the search.
7. If parents refuse to cooperate, the student may be excluded from the program
8. If a weapon or drugs are found to be in the student's possession, current policies in the diocese regarding these offenses will be followed (to include notifying law enforcement and suspension until further review.)
Since the parish is the owner of the desks, we reserve the right to search them at any time without notice if a situation warrants it.

32. Shelter in Place: In these days of uncertainty, it is important that our program have in place a plan for the safety and protection of the children in our care. Our Shelter in Place program will be used in response to any threats recognized as a threat to our children.

33. Students with HIV/AIDS or Related Diseases: Students who are HIV-infected or have AIDS or other related diseases and desire to attend a diocesan religious education program will not be denied admission or be discriminated against solely because of their medical condition. The parish does reserve the right to dismiss a student or curtail a student's activities. This will be done on a case

by case basis by the Pastor or DRE in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If for health reasons or safety, a student can no longer attend classes, the Pastor or DRE and the parents or guardians will determine arrangements for alternative instruction.

It is expected that parents/guardians of an HIV-infected child or a child with an AIDS related illness, inform the pastor and DRE in order to provide for the protection of the child and other individuals in the program.

Universal Precautions to Prevent the Spread of Infectious Diseases is practiced in our program.

34. Students with Special Needs: Religious education for children with special needs is available. Please call the Religious Education Office for more information.

35. Tardiness: While it is understandable that we all can run late at times, consistent tardiness can be problematic, causing disruption to the class. In addition, students will miss important information given at the beginning of class. When a student is late, he or she should see the program attendance director to be marked present and receive a late pass to enter class. Because the building is kept locked during class time, parents who drop off a child late should be sure he/she gets is admitted into the building before leaving.

36. Use of Parish Buildings: Sacred Heart School is a parish building to be used by many groups. Like every other group using this building, those involved in the Religious Education Program are expected to exercise care of church and school property. Nothing is to be touched in classrooms and meeting rooms except what is specifically for the use of the religious education program.

37. Visitors in the School. Outside school doors will be locked during class time. Visitors will be admitted by the evening secretary and should report to the attendance director. **NO ONE IS PERMITTED TO GO TO A CLASSROOM WITHOUT THE DIRECTOR'S PERMISSION**

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Dear Sister Kate,

I have read the information contained in the Religious Education Parent/Student Handbook and I agree to abide by its contents.

Please be aware of the following medical concerns noted on this form:

Name of Child:	Grade:	Concern:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please be aware of custodial parent concern noted on the back of this form.

Health Insurance and policy number _____

Thank you!

_____ Paper due back by
October 20, 2010
Parent Signature