



Saint Theresa of the Child Jesus

18 Baltic Street

South Attleboro, MA 02703

Religious Education Program

Student Handbook

2018-2019

Contact Information

Saint Theresa of the Child Jesus



South Attleboro, MA

Pastor
Father Jon-Paul Gallant
Parish Center
508-761-8111
sttcj@aol.com

Director of Religious Education
Wendy Smith
Parish Center
508-761-5367 ext. 4
sttheresaedu@verizon.net

Communication

Good communication is an essential ingredient of our Program. At the beginning of the program, you receive a schedule of dates and times. Updates to the schedule will be sent home as they arise. You may receive messages from the Director by mail, telephone, email, posted on the church's Facebook page and/or posted in the church bulletin.

You are invited to contact the office with any questions or concerns. The Director may be contacted via phone at 508-761-5367 ext. 4 or via email at sttheresaedu@verizon.net. The CCD office will be open on Sundays from 7:40am to 10:55am and during summer session weeks from 7:30am to 12:30pm. The Director is available at other times with a scheduled appointment. Phone calls and emails will be answered in a timely fashion.

Catechists and parents are also expected to be available to each other.

CORI and Suspected Child Abuse

All Religious Education staff and volunteers, who are over the age of 17, must complete a CORI (Criminal Offender Record Information) annually as well as partake in a training session with the Director. As required by Massachusetts state law and Fall River Diocesan policy, our staff and volunteers are required to report any instance of suspected child abuse to the proper authorities immediately.

All Teachers are required to be familiar with the Charter for Protection of Youth and the Code of Conduct for the Diocese of Fall River. A hard copy will be made available to each teacher.

Confidentiality

Catechists are to hold students' remarks confidential unless someone's life, health or safety is in danger. Student records and personal information will be held confidential.

RELIGIOUS EDUCATION POLICIES



St. Theresa's Church welcomes all the children of parishioners into our program for Grades 1-9.

Enrollment Procedures

- Be registered in the parish, if this is where you attend weekly Mass
- If you are not a registered member of the parish:
 - Register as a member with the Parish office
 - OR
 - Obtain written permission from your Pastor to participate in St. Theresa's program
- Complete a Religious Education form for each student and provide a copy of the baptismal certificate
- For Grades 2 and up, a letter of transferal from your previous parish, including dates of sacraments and grades completed

Program Fees for 2018-2019

- Parishioner fee are \$40 for one child, \$75 for family (2 or more children); \$10 additional fee per child for Summer Sessions
- Non-parishioner fees are \$50 for one child, \$85 for family; \$10 additional fee per child for Summer Sessions
- Additional fees will be necessary for Sacramental years (Grade 2 and Grade 9). You will be notified once fees for retreats, gowns, etc have been determined

No child will be denied participation in the Program due to financial need. Please speak to the Director or someone in the Parish office for assistance.

Academic Content

Each grade-level follows the curriculum as determined by the Diocese of Fall River. A syllabus for each grade will be provided at the beginning of the Program for both parent and catechists to serve as a guide along with the chosen book for that specific grade.

Cancellation of Classes

Classes may be canceled due to inclement weather. Closings will appear on local television stations. In addition, a message will be left on the CCD telephone stating the cancellation as well as on the Facebook page and <http://www.sainttheresaattleboro.org>

Student Expectations

- Students should be attending Sunday Mass on a weekly basis, as it is an essential part of their faith formation.
- Students are expected to bring their books to each class and will be taking the books home at the end of each class.
- Students are expected to keep their books orderly and treat them with respect.
- Students have the responsibility of being attentive and cooperative in class.
- Students will refrain from gum chewing or eating during class with the exception of class functions or a brief break offered during the summer session.
- First Communion students (Grade 2) are required to attend classes and monthly Mass in addition to a one-day retreat, rehearsals for First Communion, and participation in First Penance prior to receiving First Communion.
- First Communion students participating in the Summer Program are required to attend a once a month class on Sunday mornings prior to attending Mass. Dates will be given upon completion of the summer session.
- First Communion students in the Sunday session are required to attend the monthly Mass with the summer session First Communion students.
- Confirmation I students (Grade 8) are required to attend classes, weekly Mass in addition to the completion of 10 volunteer hours. Mass attendance is counted weekly even when there is no class
- Confirmation II students (Grade 9) are required to attend classes, weekly Mass in addition to a one-day retreat, parent/candidate workshop, sponsor/candidate workshop, rehearsals for Confirmation and the completion of 10 volunteer hours. Mass attendance is counted weekly even when there is no class.

Attendance

- Faithful attendance at classes and celebrations is required.
- If your child will be absent, send an email or call the office at 508-761-5367 ext. 4.
- Parents are required to help the child make up any missed lessons. Please see your child's teacher for specifics.
- Children are expected to come to class on time and to be picked up on time.
- Parents of any student who misses more than 3 classes and/or who has not completed make up work must meet with the Director to determine eligibility for grade promotion.

School Year Session

Classes are held on Sunday mornings for at least 20 weeks throughout the school year. Grades 1 through Grade 9 are welcome to register for this session. Grades 1, 3, 4, 5, 6 meet from 8:00am-8:50am and Grades 2, 7, 8, and 9 meet from 10:00am-10:50am.

Summer Schedule

One-week session that totals 20 hours will be offered for Grades 1-6 in the summer. Students can be registered for a one-week session in either of the two weeks in the summer. The time will be 8am to 12pm with a Friday Mass at 12pm and will run Monday through Friday during that set week. Students who are in Grade 2 and partake in the summer sessions will be required to come to the school year program once a month for an additional CCD class as well as attend the monthly Mass. Other grades might be held accountable for school year sessions or Masses under the discretion of the Director or the Pastor. Students CANNOT miss a day of instruction during this week; they must attend all 5 days for promotion to the next grade.

Behavior

Christian behavior is expected from everyone who is a part of the Religious Education Program. All members have the responsibility to conduct themselves with respect for the rights and property of others. In the event that a student does not follow the class rules, the teacher will work with the child to resolve the situation. If a resolution is not possible and the student continues to be disruptive, he/she will be asked to go to the Office. At that point, the Director will contact the parent to discuss the situation and/or set up a meeting time. It is our goal to see that *every* student is successful.

Cell Phones and Electronic Devices

The use of electronic media devices* and electronic communication devices** are prohibited during Religious Education classes. ALL devices should be turned OFF upon entry of the Parish Center. If a student uses an electronic device during class, the teacher may hold it until the end of class. Repeat violations may be reported to the Director and the electronic device will be confiscated and held in the Office to be returned to the student or the parent at the end of class.

**(such as but not limited to MP3 players, iPods, video games, radios)*

*** (such as but not limited to cellular phones)*

Dear Families,

The catechetical formation of each child is a partnership between the family and the parish. Communication and community are the keys to that partnership. Through the use of mailers, calendars, and notices our office is trying to keep you informed and up to date. Also, we have established a Facebook page and a website www.sainttheresaattleboro.org.

This handbook is a guide for parents/guardians, students, and catechists involved in the Religious Education Program at St. Theresa of the Child Jesus. The policies and guidelines will enhance the communication of the program's goals to all parties involved in this faith journey.

Parents and guardians are urged to discuss the expectations of the program with your children. Knowledge of the policies and guidelines will help achieve the goals of our religious education program and provide a foundation for success for all of our students!

I would like to thank the many volunteers who make our children's faith formation a success! Without the countless hours given by volunteers and parental support, we would not be able to provide this vital program that enhances our children's development as Christians.

God Bless you and your family,

Wendy J. Smith, M.Ed.
Director of Religious Education