

# **Parish of Saint Michael the Archangel** **Religious Education Code of Conduct and Agreement**

## **Parents**

Our Parish Religious Education Program is structured to provide catechetical instruction and knowledge of Catholic practices and rituals to all our children.

Parents, by word and example, are the primary teacher of their children and teach them from birth through their entire life. At Baptism, the parent undertakes the responsibility of providing for their child's faith formation.

The Religious Education Staff, Catechists, and Aides are here to assist parents in the spiritual formation and ongoing moral development of their child through a formal program of *continuous* Religious Education.

By enrolling their child(ren) in the Religious Education Program at the Parish of Saint Michael the Archangel, parents are expected to participate with their child(ren) in the Holy Sacrifice of the Mass on Sundays as well as Holy Days of Obligation. Parents are also expected to participate in the sacramental life of the Church (specifically Reconciliation and Eucharist) and to include their children in these sacramental celebrations as the children are eligible to participate in them.

All students in our Parish Religious Education Program are expected to participate in Sunday Mass. Religious Education classes ***cannot and do not substitute for the Sunday liturgy***. The commitment to attend Mass every Sunday and Holy Day of Obligation is especially important in the years in which a child is preparing to receive a Sacrament.

## **Mass & Confession Schedule**

### **Weekday Mass Schedule**

Monday – 9:00 AM at Saint Catherine of Siena Church, Clayton  
Tuesday – 9:00 AM at Nativity of the Lord Church, Franklinville  
Wednesday – 9:00 AM at Nativity of the Lord Church, Franklinville  
Thursday – 7:00 PM at Saint Catherine of Siena Church, Clayton  
Friday – 9:00 AM at Saint Catherine of Siena Church, Clayton

### **Weekend Mass Schedule**

Saturday – 4:00 PM at Nativity of the Lord Church, Franklinville  
Sunday – 8:00 AM at Saint Catherine of Siena Church, Clayton  
Sunday – 10:45 AM at Nativity of the Lord Church, Franklinville

### **Holy Day Mass Schedule**

Vigil (evening before the Holy Day) – 7:00 PM at Saint Catherine of Siena Church, Clayton  
Holy Day – 9:00 AM at Nativity of the Lord Church, Franklinville  
Holy Day – 7:00 PM at Nativity of the Lord Church, Franklinville

### **Confession Schedule**

Thursday immediately following the 7:00 PM evening Mass,  
Saturday at 3 PM to 3:30 PM at Nativity of the Lord Church, Franklinville, and / or by appointment.  
Additional Confession times during the Seasons of Advent & Lent.

## **Attendance:**

- Regular attendance in Religious Education classes is mandatory for students to move to the next level.
- No more than **four** (4) absences are permissible.
  - After **four** (4) absences, a letter/e-mail will be sent home from the Religious Education Office notifying the parent of the number of absences. All missed work should be obtained from the CRE or from the Parish Rectory.
  - Excessive absences of **six** (6) or more may result in the child not moving to the next level. Please see the CRE if any situations arise.
- If your child is absent, please e-mail religiousdsmap@gmail.com and then contact the CRE / Parish Rectory for any missed assignments / work.
- Consistent attendance and timely submission of assigned work during Sacrament Preparation years is essential for your child to be ready to receive Reconciliation, Eucharist or Confirmation.
  - Diocesan Policy mandates that **two** (2) years of preparation are required prior to reception of a Sacrament.
  - (i.e. In order for a child to be adequately prepared for the Sacraments of Reconciliation & Eucharist, a child must be enrolled in Grades 1 and 2 of Religious Education. To receive Confirmation, minimal enrollment in Grades 7 and 8 with reception of the Sacraments of Baptism and Eucharist is required.)

## **Conduct, Discipline and Building Usage:**

The Parish Religious Education Program offered by the Parish of Saint Michael the Archangel is designed to assist Parents with the faith formation of their children, as well as foster values and behaviors that are in accord with the Catholic Church teachings.

The program has **NO TOLERANCE** for behaviors that are contrary to Catholic faith and morals, including but not limited to:

- **ongoing acts of obstinacy**
- **improper language**
- **fighting**
- **physical, emotional and psychological intimidation (bullying)**
- **vandalism**
- **demeaning behaviors such as name calling, obscene language or gestures, and harassment.**

These categories do not cover every possible situation. The CRE, together with the Pastor, determines what is appropriate or inappropriate behavior, both in and out of the classroom, in the school community, and generally outside the school community where such improper behavior affects the school community.

**Conduct by anyone whose behavior is incompatible with the educational and religious mission of the Parish of Saint Michael the Archangel and / or the Religious Education Program is grounds for disciplinary action, including but not limited to immediate dismissal of the student from the Program, as well as reporting the offending parties, as well as the incident, to the appropriate legal authorities, where and if appropriate.**

## **Student Code of Conduct:**

Students must always act appropriately. They must always show respect to all their brothers and sisters in Christ. The list of our brothers and sisters in Christ includes, but is not limited to: **Priests, Catechists, Aides, Parish Staff, Religious Education Staff, other volunteers, Parents, Parishioners, and fellow students.**

Lack of respect toward persons or property or irresponsibility will not be tolerated. Students are expected to maintain this standard of behavior.

- No student may enter a classroom without the supervision of a Catechist or an Aide.
- No running at any time.
- No shouting or profane language.
- No student will write on any school or student property or destroy or take another student's property.
- All students will maintain self-control in not touching or hitting another student or adult.

## **Discipline:**

Every person is worthy of being treated with care and the respect fitting one made in the image and likeness of God. Therefore, classroom behavior needs to be characterized by genuine Christian care, mutual respect, and honesty.

Disruptive behavior prevents learning for the whole class and can be frustrating for the Catechists and other students. Because of the limited time students spend in the Religious Education classrooms every week, Catechists understand that students need to stay in the classroom. Lack of self-discipline during class will be addressed promptly. In the event that a child causes a disturbance that a Catechist is unable to resolve, and / or if the inappropriate behavior does not improve after correction, the following procedure will be followed.

1. Initial verbal correction by the Catechist.
2. If the behavior persists, the Catechist will contact CRE.
3. If the behavior still continues, the student will be sent to speak with the CRE or Coordinator. The PREP staff member will talk with the child, listening to what the child also has to say. The child may be asked to apologize.
4. Parent/Guardian will be notified of the situation after class.
5. If all these methods have not improved the student's behavior, and a plan of action will be put into place for this family.

## **Cell Phones:**

We realize that devices such as cell phones have become a necessary tool in keeping communications open with children, especially for working parents. However, it is the policy of this Program that cell phones may not be used during catechetical sessions. Phones may be kept in their school bags or pockets only. If this rule is not kept, the phone will be confiscated by the catechist, sent to the CRE, and may be picked up by the Parent after dismissal.

## **Building Usage Rules:**

It is the responsibility of the catechist along with the support and cooperation of the parents to enforce the following building usage rules.

1. Food is **NOT** permitted in the classrooms. Please eat before entering the school building.
2. Students are not to touch items found in the classrooms.
3. Students are NEVER allowed to write on school / parish property, i.e. desks, books, bathroom walls, etc. These are serious offenses and will not be tolerated.

## **Communication with Parents:**

All communication with parents will be done via **e-mail** and through the **Remind** APP. Please be sure that we have a current and correct e-mail and phone number on file. **If either should change, please contact our office immediately.**

Since most communication will come through e-mail, please be sure to check your e-mail on a regular basis.

## **Parish Staff and Contact Information**

Rev. Lawrence Polansky, Pastor  
856-881-9155 or PSMA.Rectory@gmail.com

Coordinator of Religious Education  
religiousedsmap@gmail.com  
or  
psma.rectory@gmail.com

# Acknowledgement Page

*Please sign and return this page to the DRE*

We have read the Parish of Saint Michael Religious Education Code of Conduct and Agreement and reviewed the contents with our child(ren).

By our signatures, we agree to support and cooperate with the policies and procedures listed in this handbook.

Student(s) Names:

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Parent(s)

Name Printed:

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Signature:

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Name Printed:

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Signature:

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Date:

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