

St. Charles Borromeo Parish Religious Education Program

2017-2018 FAMILY/STUDENT HANDBOOK



I. BASIC GUIDELINES

- 1. All students who attend St. Charles Religious Education classes will be required to have a current registration on file. All sacramental information must be completed on new students' registration.**
- 2. THE FAMILY MUST BE REGISTERED IN THE CENSUS WITH THE CHURCH PARISH.**
- 3. According to the Archdiocese of New Orleans, students are to attend 30 classes/ sessions/ class meetings in Parish Schools of Religion. See section IV for further explanation.**
4. Students preparing for sacraments must have attended religious education classes for at least 1 year prior of entering the sacramental preparation class.
5. Parents are expected to attend the Parent Orientation Meeting prior to the first official class of CCD.
6. **On Monday**, the first bell rings 5 minutes before class, and students should move into their classrooms at that time [5:55 p.m.]. The second bell rings at 6:00 p.m. All students should be in class then. **Repeated failure to be in class at 6:00 p.m. will result in a phone call/email/text to parents because class time is very short.** Classes are dismissed at 7:15 p.m.
7. Students are not permitted to leave the grounds once they arrive at school. If they do so, parents will be called.
8. Students must be signed out in the office by a parent or guardian when leaving for any reason before dismissal.
9. For safety concerns, 1st -3rd grade students will be dismissed from their classroom. 1st-3rd grade teachers will have a sign out sheet available for parents to sign. 4-8th grade students will be escorted to the gym by their teacher and will remain seated until officially dismissed by staff through carpool.
10. Students should come to class with required assignments, pen or pencil, and other materials requested by teachers.

II. CLASSROOM BEHAVIOR

1. Students should be aware of the general guidelines of the school as well as the specific rules of their classroom. They should also **be aware of the consequences for failure to follow these rules and guidelines.**
2. Students are expected to **obey and respect teachers**, substitutes, aides and all volunteers working in the program. Proper behavior and respect for other students is expected as well. **Obscene language will not be tolerated.** Parents will be called.
3. Students should come to class with required assignments, pen or pencil and other materials requested by the teachers.
4. Students are not to bring candy, gum, soft drinks or other refreshments in to the classrooms or when attending church. Parties given by teachers are an exception.
5. **Cellular devices** are permitted on campus, however, **must be turned off and out of sight** in classrooms. Failure to do so will result in confiscation of device and parents notified. Parents must report to the office for device to be returned from the Pastor.
6. **Students who are referred to the office for not following school or classroom rules will receive on:**
 - a. **First referral – Counseling by the police officer on duty and/or the Parish Catechetical Leader.**
 - b. **Second referral – Phone call to parent or guardian.**
 - c. **Third referral – Conference with student, parent & PCL &/or officer on duty; and evaluation of whether or not the student can continue in the program.**

III. DRESS CODE

Students are reminded that **appropriate clothing is required for classes:**

- No hats or caps at any time.
- No short shorts. Only shorts that come to just above the knees are allowed.
- No mini-skirts and no midriff tops.
- No shoes with roller blades or skates, **for safety reasons.**

IV. ATTENDANCE

As per guidelines from the Archdiocese of New Orleans, thirty (30) classes/ sessions/ class meetings in a school year will be held. Our class meetings are between 60-75 minutes long. It is important your child attends all scheduled classes including whole school masses and Children's Rosary. **St. Charles Borromeo Parish School of Religion will require students to attend 30 hours for promotion. This allows three (3) absences per semester only.** Opportunities to make up classes over the allotment will be offered in the summer after CCD dismisses for the year. **It is the responsibility of the student to make up any work that they might have missed if they are absent at any time.**

V. GRADING & EVALUATION REPORTS

1. Students are required to make up all work missed during their absence. Their teachers will assign appropriate make-up work.

2. Students will be evaluated on the basis of their classroom work and behavior:
 - a. Students will be given periodic written/ verbal assessments or tests appropriate to their grade levels. Teachers will grade assessments using percentages.
 - b. Scores of the following components: **Tested Materials, Participation, and Conduct**, will be reported 4 times a year through progress reports and Fall and Spring Semester Report Cards.
 - c. The average scores will be scored through an evaluation scale ranging from 1-5.

EVALUATION SCALE-

1	2	3	4	5
<65%	66% - 75%	76% - 85%	86% - 95%	96% - 100%

- d. At the end of the Spring Term, students must score an average of 3 or above of the three components and have attended at least 30 hours of Religious Education for promotion to the next grade level.
3. A cumulative record will be kept on file for each student for each year they attend Religious Education classes.

VI. NEW STUDENTS

1. Students entering the St. Charles Borromeo School of Religion from another parish must present verification, either a letter or a report card, from the former parish in order to attend classes at St. Charles. This also applies to those who previously attended a Catholic School.
2. A requirement of 2 consecutive years of Catechism must be completed in our system before a student will be allowed to receive the Sacraments of Reconciliation and First Eucharist. Students will be evaluated individually for their readiness.

VII. PRAYERS STUDENTS MUST KNOW

For your reference and convenience, the prayers students must know in each grade are on the parish website: <http://scblittleredchurch.org> click on *Parish Religious Education /CCD*, and look for *Grade _ what Students Need to Know*. Parents without Internet access can obtain a copy of the prayers from the Religious Education Office at no cost.

VIII. CANCELLATION OF RELIGION CLASSES

If the St. Charles Parish school of Religion follows the schedule set by the St. Charles Parish Public School System. In an emergency or in case of a cancellation at the last minute, the “School Messenger” telephone notification system will be implemented. Please make sure your phone number and email addresses are accurate and current. If any changes occur during the school year, please contact the SCB CCD office at scbccd@scbhumilitas.org as soon as possible.

If in doubt, call the parish office at **985-764-6383** or the school office after 4 p.m. at **985-764-9232** or email scbccd@scbhumilitas.org .

IX. IMPORTANT REQUEST TO PARENTS AND GUARDIANS

In order for us to work more effectively with your student, please inform the Religious Education Coordinator for Children and/or the child’s teacher if a student has any special needs [e.g., health or emotional issues or special family circumstances, or changes happening in the family, etc.].



For more information, please contact the following:

Candice Denoux Schmidt
Religious Education Coordinator for Children
scbccd@scbhumilitas.org
985-764-6383

Website: <http://scblittleredchurch.org>

Email: scbccd@scbhumilitas.org

Facebook: <https://www.facebook.com/SCBLittleRedChurch>

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