

# Religious Education Handbook

## A Note To Parents

St. John the Baptist recognizes parents as the first teachers of their children in beliefs and practices of our Catholic Faith. Our Religious Education Program is designed to assist parents in their role as primary educators of their children. The Religious Education Program provides formal classroom instruction in the doctrines of our faith and provides an environment which enables children to apply these teachings to their lives. Equally important to this instruction are our goals of helping children and families to worship, sharing and fostering community and motivating children to service. Parents' participation in all aspects of our program is essential to its purpose and success. Children learn best by example. We ask that you give your children's religious classes the importance they deserve. Please make sure they come to class each week and arrive on time.

By working together, parish and family, our faith will fill the hearts of our children!

This handbook provides you with information about our Religious Education program, its policies and practices.

## General Information

### Arrival

Classes for kindergarten and grades 2-5 begin on Sunday, September 25th. Upon arrival, all children in grades 2-5 should report to the gym for gathering prayer. From the gym, the children will be escorted to their respective classrooms. Kindergarten and grade 1 children are to be taken directly to their classrooms by their parents. K and 1 meet on the first floor of the school.

The EDGE orientation program for classes 6 - 8 and parents begins at 4:00 p.m., Sunday, October 2, 2011.

### Dismissal

At dismissal time, K and grade 1 teachers will keep the children in the classroom and wait for the parents to pick them up. Please be on time. This is done so that children are not overwhelmed by the numbers of students exiting the building.

**NOTE:** Any child not picked up by a parent will be escorted to the R. E. Office (located by the K class, first level) and a parent will be called. Please call if you run late, these things happen!

### Attendance

Attendance is expected at all classes. In order to provide a coherent program, it is essential that the children participate on a regular basis. Please notify us of your child's absence on the day of class, if not earlier: (978) 532-1586

## **Tardiness**

Please make every effort to have your child arrive on time. When late, your child misses valuable class time and causes a disruption to the class already in progress.

## **Class Cancellation / Snow Days**

If Religious Ed. Classes are cancelled due to inclement weather, please listen to WESX 1230 or WBZ 1030, on your AM radio or call the R. E. Office at 978-532-1586 for a recorded message. DO NOT CALL THE RECTORY!

## **Car Pick Up and Drop Off**

Please enter the upper school parking lot by the Franklin St. entrance. Children are to go down the stairs, into the building and directly into the GYM. At release time, children will exit through the same doors.

## **Classroom Conduct**

If a student becomes disruptive and/or disrespectful to the teacher and the class, they will be spoken to by the teacher. If the unacceptable behavior continues, the child will be sent to the office and the parent will be called. A meeting will then be scheduled with the parent, Mrs. Hinton and the student to discuss the situation and to seek possible solutions.

## **Sexual Harassment Policy**

Because St. John's R.E. takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment. Staff and students are encouraged to report any inappropriate conversation or contact to Mrs. Hinton. Each report will be investigated. Parish and R.E. Administration, police and legal representation will be involved as deemed necessary. We will act promptly to eliminate inappropriate conduct and impose corrective action as is necessary, including suspension, dismissal and criminal prosecution.

## **Sexual Abuse Policy**

A new state mandated reporting law was signed by Governor Swift on May 3, 2002. This law requires a priest, deacon, pastoral, lay or volunteer staff person to report abuse and neglect to the Massachusetts Department of Social Services.

## **Safe Environment Plan**

In order to maintain a safe environment for all, all volunteers in our program have been screened, signed a CORI Request annually, and participated in three hours of intense Child Abuse Prevention Training.

Your Catechists, Hall Monitors and Office Help are prepared to report any suspected allegations of abuse in accordance with Archdiocesan Policy.

## **Child Safety Committee**

Our Parish has formed a group of staff and parishioners to recommend and implement any measures, which will strengthen our parish and its programs for the safety and well being of all children who participate.