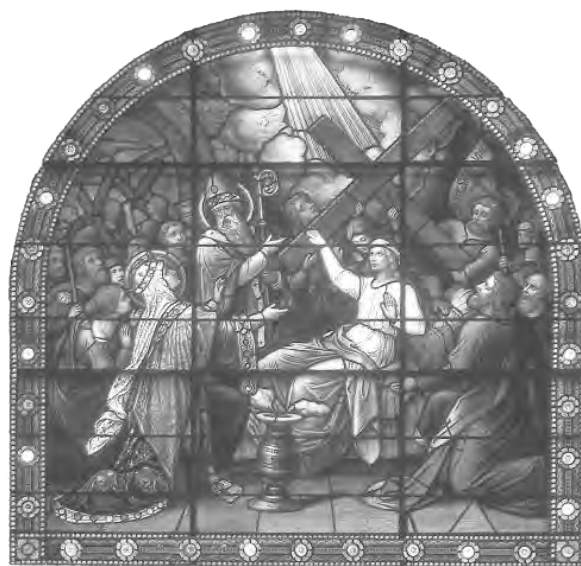


Holy Cross Church
Office of Religious Education
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POLICIES & PROCEDURES

Religious Education Program



Mission Statement

The Office of Religious Education is dedicated to assisting parents, the primary educators of their children, in the nurturing and development of their children's faith. We are committed to instructing our students in the teachings of the Catholic Church and to strengthen and deepen their Christian beliefs and practices.

In order to achieve consistency as well as to avoid misunderstanding, we present the following statements of expectations, policies, and procedures regarding the Religious Education Program here at Holy Cross.

Weekly Mass

It is the parents' right and role to pass their faith on to their children. A serious commitment to faith formation is expected from all parents and children. Therefore, it is expected that all children enrolled in our CCD program and their families attend Mass every week. It is virtually impossible to expect a religious education program to succeed if the central act of worship is ignored. Attendance at class and Mass is very important. Religion Education Classes are NOT a substitute for Mass.

Our Mass Times are as follows:

Saturday, 5:00 pm

Sunday, 8:00 am, 10:30 am, & 12:00 pm



Please watch the bulletin for any changes in the schedule.

Religious Education Class Times

Grade Levels 1 to 7* - Sunday Session : 9:00 to 10:15 am

Grade Levels 1 to 7* - Tuesday Session: 4:00 to 5:15 pm

Grade Level 8** – Sunday 4:15 to 8:00 pm (monthly)

Grade 7*: First year Confirmation Formation

Grade 8**: Second Year Confirmation Formation

Be on Time!

Parents, please make sure your children arrive promptly to class. Tardiness is a distraction to both students and catechists and robs students of valuable instruction time.

The main doors of the school will unlock 15 minutes prior to class (8:45 am on Sundays and 3:45 pm on Tuesdays) and automatically lock 10 minutes after class begins (9:10 am on Sundays and 4:10 pm Tuesdays).

Children late for class should go to the center doors of the school where a monitor will let them in.

It is equally important that you pick up your children on time every week.

Being Prepared

All students are expected to have good attendance and arrive at class on time with a good attitude, ready to learn. Students are also expected to fully participate in class, complete all assignments/requirements, and pass their tests.

Students are not permitted to bring toys, ipods or sports equipment of any kind to class! This includes skateboards. Cell phones must be turned off. Use of a cell phone during class will result in the cell phone being confiscated and given to the Director.

Required Books and Materials

All students are required to have a string bag, tote or back pack for their religious education materials needed for class. A folder will be provided for classroom handouts, study guides and materials. Please make sure that you check your child's folder each week for announcements or correspondence from the teacher. Students are required to bring their Religious Ed bag with folder with study guide each week to class.

Curriculum

Our Religious Education Program incorporates into our curriculum at all levels, a method of catechesis that brings together the classroom lesson and the Sunday Mass experience. Each week time is dedicated to listening to the Gospel, and reflecting on the "Good News" through discussion and journaling. This time also provides an opportunity for the class to share their worship experience.



Protecting God's Children – Teaching Safe Environment

The Catholic Church is committed to protecting children from people and situations that might harm them. The *Teaching Touching Safety Guide* is a tool designed to assist parents and teachers in this important task. Implemented by the diocese in 2006 the *Touching Safety or Safe Environment Program* is the vehicle through which we give children the tools they need to protect themselves from those who might harm them. Once a year the CCD children receive a lesson in Safe Environment from a qualified teacher. Materials are available for parents to review. There is also a meeting in the fall for those parents who wish for more details. Parents may also choose to decline their child's participation in the program if they wish.

Testing

In order to be ready for Confirmation in eighth grade, students in grades 3 to 7 will be tested on the essential beliefs of the Catholic Faith and traditional Catholic prayers. It is the parent's responsibility to make sure their children are prepared to pass their tests. Tests will be sent home with students to get signed by their parents. Students are to return signed tests to their teacher the following week.

No Food Policy

Parents - please do not send your children to class hungry. Neither children nor parents are permitted to bring food or drink of any kind into the school at any time! This includes candy and gum.

Safety

For the safety of our students and teachers, Holy Cross School has implemented an "Access Control & Video Surveillance System." The doors of the school are pre-programmed to lock and unlock. The Main Entrance to the School will automatically unlock 15 minutes before the start of classes and lock down 10 minutes after class begins. Doors will automatically unlock at dismissal time.

While we would love to welcome visitors, there are legal as well as other issues which prevents us from doing so. During class time only authorized CCD staff will be allowed in the building. Parents who wish to pick up their child from the classroom must wait outside until the doors unlock at dismissal time. ***Please do not send children who are not enrolled in the program with your child on any day.***

Parking Lot Safety

For the safety of all the children please drive slow, refrain from talking on your cell phone and be aware of parents and children crossing through the parking lot. Please cooperate with and follow the directions of our Teachers and Safety Monitors.

Arrival

Students are to be dropped off on the parking lot side of the school. All students are to use the Main Entrance to enter the school.

Pull up-Pull in-Drop off-Pull out!

When dropping off, pull up as far as you can in the pick-up zone by the school. DO NOT park and leave your vehicle in the drop-off/pick-up line! If you wish to accompany your child into the school, please find a parking space on campus.

Dismissal Policy

Students will be dismissed on the parking lot side of the school ONLY. *For safety reasons students are NOT permitted to be picked up on the Rumson Road side of the school, Ward Avenue, the road between the school and Tennis Club nor in the parking area by the gym and soccer field.*

Children are to remain on the sidewalk by the school building, until their parent/guardian comes to pick them up. Tuesday families are encouraged to participate in the rolling car line at dismissal and to car pool to reduce traffic issues.

Pull up-Pull in-Pick-up-Pull out!

When picking up your child pull up as far as you can in the pick-up zone by the school and wait for your child. DO NOT park and leave your vehicle in the pick-up line. If you wish to go into the school to pick up your child, please find a parking space in the lot.

Communication

All communications with parents/guardians will be facilitated by email.

Emergency Closing

Due to inclement weather it is sometimes necessary to cancel CCD classes. If it is necessary to cancel classes, the catechists will call their students and we will send out an email alert.



Attendance & Absence Policy

All students are expected to attend class each week barring illness or family emergency (no sports or other activities). Students with an excessive number of absences may not be prepared move on to the next level and will be required to repeat the year. During a sacramental year - grade/levels 2 (Eucharist), and 7(Confirmation 1st yr.) only three excused absences are permitted. A physician's note may be required for multiple absences and all class work is expected to be completed.

8th grade students (Confirmation 2nd year) meet once per month on Sundays from 4:15 to 8:00 pm and are expected to attend all sessions. In case of an extreme emergency or illness, we have a "one absence" per student policy. A physician's note will be required. No late arrivals or early dismissals are permitted.

Please contact the Office if your child ill. Please let us know if your child has health problems or there is a serious family situation so that we can assist you and be there for you.

Request for Early Dismissal

While early dismissals are discouraged, sometimes it is necessary for parents or guardians to make arrangements for an early dismissal of their child. **If it is necessary for a child to be dismissed before the scheduled end of class time, the Office of Religious Education must be notified in advance from the parent/guardian requesting that the child be dismissed and the time he/she will be picked up and by whom.**

We ask that the parent/guardian picking up a child go to the **center doors of the school** (where a monitor will let them in) and go to the Faculty Room to sign out the child. A staff member will bring the student to the faculty room and their parent/guardian.

Please help us make these procedures as safe and easy as possible for all concerned.

Behavior

As Christians, we are committed to live by the example of Jesus Christ. This commitment includes each student's acceptance of responsibility for his/her actions. Because we share a building with Holy Cross School, we have additional responsibilities.

Students are expected to show respect and obey adults in authority, to respect the personal space and personal property of others. Students are not permitted to touch or use any items that belong to Holy cross students.

It is important to consider that our catechists are volunteering their time and talents to teach the faith to your children. They spend a great deal of time at home preparing lessons and in the classroom teaching. They deserve the utmost respect for all of their efforts.

Students who are disruptive disturb the learning atmosphere in the classroom and infringe on the rights of all students. It is expected that all students show consideration for their teachers and fellow classmates and refrain from any behavior that would cause injury or prevent learning.

We are also very fortunate to have parents who have generously volunteered their time to help out in the classroom, monitor the hallways and assist at arrival and dismissal. Students are expected to respect the presence and authority of all our volunteers.

Discipline

The following behavior will not be acceptable and are all sufficient reasons to be held back or dismissed from the program:

1. Disrespect to teachers or fellow students.
2. Negative attitudes, rude behavior or language.
3. Disrupting the classroom.
4. Texting during class
7. Refusal to participate in class or complete assignments.
8. Disrespect/destruction of another student's property or school property.
Parents may be asked to pay for property damage caused by their child.

In the event a student engages in inappropriate behavior, any or all of the following may occur:

- a. Student will be sent to the office
- b. Parental notification of infraction.
- c. Meeting between parents, catechist and Director of Religious Education.
- d. Parent attendance required at subsequent classes with their child.
- e. Permanent removal of student from Religious Education program.

