

2007-2008

Parish Mission Statement

Dear Families,

We would like to welcome you to the Religious Education Program here at St. Francis of Assisi Parish.

Our staff and volunteers wish to provide the best faith development program available. We offer an explanation of that faith journey within these pages.

You will receive periodic updates on what is happening at each particular grade level. Please watch our website as well as the parish bulletin (also available on line) for these updates and special information. The children will also bring information home. Please check their books for any flyers.

We are also on the *Connect- ed* telephone system. You will be receiving phone messages relating to the programs, activities, class up-dates, cancellations, etc.

If, at any time, you have any questions or comments, please don't hesitate to call the Religious Education office at 781-848-3238.

Sincerely,

Rev. Kevin M. Sepe
Pastor

(Mrs.) Marge Donaher
Director
Religious Education

We commit ourselves to reach out in love and concern to all, particularly to those who feel alienated from the church. We seek to proclaim and live the Gospel. We strive to continually enhance Catholic Education in the parish and in St. Francis of Assisi School so that others may find us a welcoming and affirming community.

We are a parish committed to stewardship of time, talent and treasure as our response to the Gospel.

Program Philosophy

The Religious Education program here at St. Francis of Assisi Parish is aimed at helping each student know and share God's love and become a confirmed Christian. We believe that each student is an individual deserving of sound Christian instruction.

We believe that all students must have a clear understanding of God and their faith, and should be capable of sharing that understanding with others.

Here at St. Francis of Assisi Parish, we attempt to create a positive atmosphere that encourages the growth of the full religious potential within each student. Through exposure to strong and caring Christian teaching and values, the seeds of faith that were planted at Baptism will grow and flourish. In this way, we hope to assist each student in their journey towards Christian maturity.

We realize that parents are the first and most influential teachers in the lives of their children. Our aim, then, is to work with parents in the faith development of their children and to reinforce the Christian values that begin at home.

Religious Education Program

Religious Education begins at Baptism and is nurtured in the home. It is an on-going process of growth and development. Religious Education is meant to relate to the student's daily life.

Together, with you, the parents, we will help each student discover their knowledge of God and their relationship to Him.

We provide classes from kindergarten to the 11th grade. Sacramental programs require a two-year attendance.

Purpose of Handbook

This handbook is a guide for the students in our Religious Education program and their parents/guardians. It is a guide to enable them to learn together in an atmosphere of mutual respect and in an environment that promotes the teachings of Christ. To create such an atmosphere of Christian living and learning, it is necessary that there be certain rules and regulations established as guidelines. We request that **students** read the contents of this handbook thoroughly with **their parent(s)/guardian(s)** and strive to live and work within the framework established. We would also like the parent/guardian to sign and return the final page of this handbook.

Responsibilities of Parents

No one catechist can teach everything. Religious Education is a *supplement to* and *not a replacement for* spiritual formation and religious education in the home. Our

religious ideals must be lived at home. The role of parents is more important than the role of a once-a-week catechist. Therefore, we remind you of the following:

- As the “**primary and principal educator**,” faithfully attend church. **Worship as a family, each Sunday**, pointing out (to them) the baptisms, anointings, renewal of marriage vows and professions of faith which take place within our liturgies. Participate, young and old alike, in a common spirit of prayer and celebration. You, who are most dear to them, who will forever be their greatest influence, must show them the way to God by your example in attending Sunday Mass.
- **Please register** your child/children. Letters will be mailed to all families in May. Your prompt response will enable you to have your choice of class time, and enable us to begin preparations for classes for the following year.
- **Strive to volunteer in any way possible** with your child's class and class work. We encourage parents to become involved in our Religious Education program as classroom aides, hall monitors, parking lot monitors, special activities persons, and in many other ways to show your support of our Religious Education program.
- **Attend the Parent Meetings** for the various grade levels. There will be special meetings in preparation for First Reconciliation and First Communion and Confirmation. We know there are many demands on your time, but it is difficult to educate your child/children in our faith without you.
- **For the safety and security of all our children**, please notify the Religious Education office (781-848-3238) when you know your child/children will be absent. Assignments can be given to keep your child up-to-date with his/her class.
- **If classes are canceled due to inclement weather**, listen to the radio/TV, WBZ (1030), TV channels 4, 5, and 7. We will notify the public schools if class is postponed during

school hours. You may also call the office, 781-848-3238. We will also call through the **Connect-ed** service. **Please do not call the rectory.** We do encourage parents to use their own discretion as to what is best for their child/children on stormy days.

▪ Finally, and most important of all, **be aware of your own personal growth and giftedness.** Many offerings are made for adult enrichment. Our parish, cluster, region and the archdiocese offer many options for adults to explore their faith lives. Confirmation is not the end of the journey, but a new beginning. Please watch the bulletin for these opportunities.

Responsibilities of Students

In order to promote an atmosphere of Christian dignity, we ask students to

- ◆ Come to Religious Education class prepared as they are for school.
- ◆ Arrive on time for class.
- ◆ Remove hats when entering the building and keep them off until leaving the building.
- ◆ Demonstrate self-control at all times, especially in the school and in or on Church property.
- ◆ Respect and cooperate with all catechists, staff and fellow students.
- ◆ Respect the classrooms, desks and materials being used.
- ◆ Participate willingly in service projects.

Grades 5-11- Dress Code:

The dress code that is used at the Braintree elementary, middle schools and high school will also apply to **all activities and all Religious Education Classes:**

- Students are to exercise maturity and responsibility in all matters including their dress and personal grooming habits, taking pride in their appearance and dressing appropriately.
- Shirts, tops and all dresses may not expose the midriff, navel, shoulder, back or show any cleavage. (For example, tank tops, tube tops, and spaghetti straps and belly shirts are not permitted.)
- To insure the safety of students while in the school building and on church property, **'heelies'** (sneakers with wheels) or **flip-flops are not permitted.**
Parents will be asked to come for their child/children or to bring them safe shoes
- Accessories which could reasonably be considered detrimental to student health and safety are not permitted.
*Shirts or other clothing, or jewelry which display a message or illustration of a profane nature, sexual connotation, violent advertisement or suggestive statement relating to drugs, alcohol, or any illegal substances are unacceptable and may not be worn.
- Pants and shirts must be worn in such a way as not to reveal undergarments, or expose skin normally covered by undergarments. Undergarments may not be worn as outer clothing.
- The length of shorts, skirts, dresses, skorts, etc., must be no shorter than the length of the longest fingertip with the arms fully extended.
- **Electronic devices:** the following items are not permitted in school: radios, tape recorders, cassette or CD players, iPods, Mp3players, etc., headsets, and beepers. If found in a student's possession, they will be confiscated and held in the Religious Ed. office until suitable arrangements are made to return them. Cell phone use is not permitted during class time, and should be in the off or vibrate mode.

■ **Fire Drills:** Fire drills will be held during the school year. To ensure everyone's safety, students should follow this procedure:

- 1) Students file out of the building under the direction of their teacher. The proper exits to use are posted in each room. Once outside, students again follow the direction of the teacher.
- 2) Students who are not in their classroom should use the nearest exit.
- 3) Students should walk, and no talking is allowed.
- 4) Students should not take their classroom materials with them.
- 5) Students will return to the building once the *all clear signal* has been given.

Lockdown Procedure

We are in the process of developing a *Lockdown* plan, in case of emergencies, to insure the safety of our students. Details of this plan will be made available when plans are complete.

The following is prohibited:

- Access to the desks and computers in the classrooms. All necessary materials are provided by the Religious Education staff.
- Gum chewing, food or drink of any kind.
- Inappropriate behavior or foul language.
- **Smoking, illicit drugs, (except prescription medications), and alcohol will not be tolerated.** Parents will be notified and the child will be dismissed from the program. If it is necessary, the proper public authorities will also be notified. (If it is necessary for a student to bring medication to class, a note from the parent or physician is required.)

Discipline Policy

Appropriate classroom behavior is a must.

- ◆ **First offense:** Catechist will send the student(s) to the office for misbehavior or disrespect. An evaluation of the student's behavior will be made with the DRE and Catechist. Parents will be notified by the DRE about their child's behavior. The student will be readmitted to class only after an apology has been made and the ability to behave properly has been demonstrated.
- ◆ **Second offense:** If a second visit is made to the office for inappropriate behavior, parents will be called and asked to take the student home. A meeting with the parents, Pastor, and Director of Religious Education will be arranged, and an assessment and decision made regarding the student continuing in the program.

- ◆ **Harassment** of any type will not be tolerated (verbal, sexual, intimidation). Student and parents will meet with the Pastor and Director of Religious Education. Just punishment will be issued that may include expulsion from the program. Appropriate public officials will also be notified as necessary.

Text Book Policy

- ◆ Grade level text books are given to each child at the beginning of the year. Students are expected to bring their textbook with them to class each week. Parents will be notified if the child continually does not have his/her text. If a text is lost, the student is required to purchase a new one for a fee of \$18.00
- ◆ The student text for grades 9 & 10 will not go home with the students, but will remain in the Religious Education office. If parents would like to view the text, they are welcome to come to the office to do so.

◆ Bibles are part of the grade 6 curriculum, the students will receive a Bible. ***These Bibles will be used each year through Confirmation. Please keep them!*** If Bibles are lost, one may be purchased for \$20.00 each.

*Texts Used for
Religious Education Program at
St. Francis of Assisi Parish*

Grades K-6	<i>Blest Are We</i> Silver Burdett and Ginn <i>Fireside Catholic Youth Bible</i>
Grade 7	<i>Living Our Faith JESUS</i>
Grade 8	<i>Living our Faith MORALITY</i> Harcourt Publishing Co. ,
Grade 9-11	<i>Confirmed in a Faith Community</i> St. Mary's Press

Prayers

Students are expected to know the following prayers at each grade level:

K	Sign of the Cross, begin the Our Father
1	Our Father, Hail Mary, Glory Be, Sign of the Cross
2	Above prayers, prayers before meals, bedtime prayer, Act of Contrition, introduction to the Rosary, parts of the Mass.
3	Above prayers, Nicene Creed, the Rosary
4	Above prayers, Apostles Creed, the Rosary Ten Commandments
5	All of the above, Spiritual and Corporal Works of Mercy
6	All of the above, how to use the Bible
7-11	All of the above.

Security

- **Anyone entering the school is to report to the Religious Education office to obtain an identification badge. All visitors will sign-in and sign-out at the office.**
- Cameras are installed in the building to provide a safe environment for the students and staff. Cameras are located at each entrance and exit and in the school hall.
- **For the safety of all our children, if your child must leave class earlier than the regular dismissal time, you must come to the office to pick him/her up.** We will bring your child to the office, and you both can leave together.

The following drop-off/pick-up procedure is to be used for Sunday and Tuesday classes:

- Please park your car in a designated parking space.
- Help your child out of the car if necessary.
- Walk with your child to the sidewalk. Make sure he/she comes into the building.
- Return to your car, leaving the parking lot via Tenney Rd.
- **The following is the drop off/pick-up procedure for Monday afternoon:**
- ***Enter the parking lot from Washington St. driving between the cone barriers, going all the way to the Tenney St. door.***
- ***Have your child exit your vehicle, walking to the sidewalk next to the school, to the Washington St. school entrance.***
- ***Please do not let your child leave your vehicle until you are at the Tenney Rd. door.***
- ***Leave the parking lot via Tenney Rd.***
- ***Pick-up is in the same manner.***

PARENTS, PLEASE BE SURE YOUR VEHICLE DOES NOT BLOCK FIRE LANES OR HANDICAP SPACES. ONE LANE MUST BE CLEAR AT ALL TIMES FOR ANY EMERGENCY VEHICLES.

● **All** students will enter via the Washington Street entrance. Dismissal will be as follows For Sunday 10:05am and Monday 3:50pm classes: all students on the first floor will exit the Washington street door and proceed to the walkway to meet parent/guardian. Students on the second floor of the building will exit the Tenney Road door, and proceed to the walkway to meet parent/guardian.

Sunday 11:35am classes and all evening classes will exit via the Washington St. doors.

Parents are asked to meet their child/children at the exits. No child is to go into the parking lot unattended!

St. Francis of Assisi Parish
Religious Education Program

This is to acknowledge the fact that I/We have read the Parent/Student handbook and agree to accept its provisions.

Parent/Guardian Signature:

Student Signature _____

Grade level

Date: _____

This form must be returned to the Religious Education office within 7 days of receiving the handbook.

Director of Religious Education
Mrs. Margaret L. Donaher

Administrative Assistant
Mrs. Diane Hopkins

Spiritual Advisors

Rev. Kevin M. Sepe, Pastor
Rev. Darin Colarusso,
Parochial Vicar
Mrs. Linda Muldoon,
Pastoral Associate

OFFICE INFORMATION

St. Francis of Assisi Religious Education Office is located in
St. Francis of Assisi School
850 Washington Street
Braintree, Massachusetts 02184

Phone Number 781-848-3238
Fax Number 781-356-5309

SCHEDULED CLASS TIMES

Grades k-6 Sunday morning @ 10:05 am and 11:35 am
1-6 Monday afternoon @ 3:50 pm.
1, 2, 3 Tuesday afternoon @ 3:50pm
Grades 7 & 8 Alternating Tuesdays, 6:45-8:15 pm

Grades 9 & 10 Designated Sundays 5:30-7:00 pm;
Sunday Mass, class 5:30-5:25,
Mass 6:30-7:30pm
Please follow dates given on the Religious Education Calendar

Dates of classes

<u>Grade 7</u>	<u>Grade 8</u>
Sept. 18	Sept. 25
Oct. 2	Oct. 9
16	23
30	Nov. 6
Nov. 13	20
27	Dec. 4
Dec. 11	18
Jan. 15	Jan. 22
29	Feb. 5
Feb. 12	26
March 4	March 11
18	25
April 1	April 8
15	29
<i>Required Mini-retreat TBA</i>	<i>Required service TBA</i>

Grades 9 & 10
Sept. . 30 – gr. 10 **Jan. 13 Mass gr. 9**

	gr. 9 mini retreat	27 – Mass gr. 10 Gr. 9 Linda Thayer
Oct 14.		Feb. 10 – Mass gr. 9
	28 – Mass grade 9	
Nov. 4 –	Mass gr. 10	March 2 – Mass gr. 10
18 –	Mass gr. 9	9 - Mass gr. 9
		16 – Stations of the Cross
Dec. 2 – both grades		30 – gr. 10 - church
	to church	
	16 – gr. 10 - church	
		April 13 – both grades Mass

Class times are 5:30-7pm. When class goes to Mass, class is 5:30-6:25pm with Mass @ 6:30pm.

- » **Students must attend all classes.**
- Grade 10 Retreat Dates TBA.**
- » **Students must attend one retreat.**
- » **Students must complete all their service projects.**

A Parent's Prayer

O Heavenly Father, make me a better parent. Teach me to understand my children, to listen patiently to what they have to say, and to answer all their questions kindly. Keep me from interrupting them or contradicting them. Make me as courteous to them as I would have them be to me.

Forbid that I should ever laugh at their mistakes or resort to shame or ridicule when they displease me. May I never punish them for my own selfish satisfaction or to show my power.

Let me not tempt my children to lie or steal. And guide me hour by hour that I may demonstrate by all that I say and do to honestly produce happiness.

When I am out of sorts, help me, O Lord, to hold my tongue. May I ever be mindful that my children are children and I should not expect of them the judgments of adults. Let me not rob them of the opportunity to wait on themselves and to make decisions.

AMEN.

