

# Religious Education

*St. Andrew Catholic Church*  
**One Lord, One Eucharist, One Parish.**

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Religious Education  
Parent and Student  
Handbook  
2017-2018

# Saint Andrew Catholic Church

## Religious Education Office Contact Information

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## Family Prayer

God and Father of us all,  
in Jesus, your Son and our Savior,  
you have made us  
your sons and daughters  
in the family of the Church.  
May your grace and love  
help our families  
in every part of the world  
be united to one another  
in fidelity to the Gospel.  
May the example of the Holy Family,  
with the aid of your Holy Spirit,  
guide all families, especially those most  
troubled, to be homes of communion and  
prayer and to always seek your truth  
and live in your love.  
Through Christ our Lord. **Amen.**  
Jesus, Mary and Joseph, pray for us!

*World Meeting of Families – Philadelphia 2015*



Please pray for the Religious Education program. We thank the Lord for all the volunteers, families, ministers and the faithful community of Saint Andrew who help us and support us with prayer in order to share the message to all that have been entrusted to us. May the Holy Spirit guide us in this great journey of faith!

**SCHEDULE**

Session	Day	Time	Grades
1	Tuesday Afternoon	4:00pm to 5:30pm.	1-2-3-4-5 Communion I & II
2	Tuesday Evening	6:00pm. to 7:30pm	7-8-9-10-11-12 Confirmation I & II Communion and Confirmation II
3	Thursday Afternoon	4:00pm to 5:30pm	K-1-2-3-4-5 Communion I & II
4	Thursday Evening	6:00pm to 7:30pm	6-7-8-9-10-11-12 Confirmation I & II
5	Saturday Morning	9:00am to 10:30am	K-1-2-3-4-5-6-7-8 Communion I & II Confirmation MS I & II

- ◆ *If a student is not baptized he/she will be placed in a first year sacrament formation class.*

**ADMISSION**

It is the goal of Saint Andrew parish to provide religious education for every child in the parish. In rare cases, the parish may not be able to invite a student into the program because it does not have the resources to meet the special needs of the child. In such cases the parish will assist the parents in providing catechesis for their child, especially in preparation for the sacraments.

In matters of admission to the program or to the reception of a sacrament, the final decision belongs to the pastor. No person on the grounds of race, color, or national origin is excluded or otherwise subject to discrimination in receiving services at the Religious Education Program.

**REGISTRATION**

Registration for new students is initiated in the spring for the following catechetical year. Hours and dates are announced in the parish bulletin. Registration is conducted on a first come, first served basis. It is advised that registration forms be returned as soon as possible to assure that you get the class, day and time that is most convenient for your family.

New students transferring from another parish or Catholic School or Religious Education program must present a letter or report card prior to acceptance and placement in our program.

- ◆ **Bring the Following Items to Registration**
- **Baptismal Certificates** are needed for new registrations and returning students whose certificates are not on file in our office. If in doubt, bring the certificate.
- **Transfer Records.** If you have transferred your child from another parish or Catholic School, please bring your transfer records.

- **Emergency Contact Information.** Bring several names and phone numbers of relatives/friends who can be reached in case of an emergency. Doctor information, medical and insurance information are also needed.
- **Parish Registration Number** or envelope number.

◆ **Re-Registration Requirements**

Students currently enrolled in the program are required to re-register in the spring for placement for the following year. These re-registration forms are mailed prior to our opening registration to new students. This gives our currently enrolled students priority in the selection of class day and times. Prompt return of the forms will also assist us in planning for the following year.

◆ **Registrations Fees**

\$125.00 per family (registered parishioners)

\$ 250.00 per family (not registered and all others)

\$25.00 late fee per family (after August, 15th)

If you have any questions or problems concerning the payment of fees, you are invited to come and discuss this with the Coordinator of Religious Education. Our ministry is to spread the message of Jesus to young people, do not let finances keep your child from hearing God's Word!

**No Child will be refused due to financial hardship.**

Payment plans and alternative payment methods are available.

◆ **Changing Class Days**

At the time of registration you chose the day and time that your child will attend class. We hope that you made your selection according to your schedule and your child's schedule.

**We won't be able to make changes once placement has been assigned.**

◆ **Student Withdrawal From Religious Education Program**

The education of a student is a partnership between the parents and the Religious Education Program. The Church considers the parents to be the primary catechists of their children. Just as the parent has the right to withdrawal a child if desired, the Religious Education Program Administration reserves the right to require the withdrawal of a student.

◆ **Religious Education Program Policy and Administration of Religious Education Right to Amend**

Any student action that is not in keeping with philosophy/objective of Saint Andrew Religious Education Program is subject to the review of the administration and may lead the parish to dismiss the student from the program.

Since situations can arise that were not foreseen at the time of writing this Handbook, the religious education program reserves the right to initiate, change or modify the policies as needed. Parents and students will be notified of any amendments.

The Coordinator of Religious Education, the Director of Faith Formation and/or Pastor is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

◆ **Purpose and use of Handbook**

This handbook is been prepared for the benefit of all who participate in the Religious Education Program of Saint Andrew. It exists to help foster the efficient operation of this program by providing pertinent information. The Religious Education Handbook is not intended and should not be considered to create any additional rights for students, parents, guardians. In appropriate circumstances the Coordinator of Religious Education has the discretion to take actions. This handbook is subject to change at any time when determine to be necessary by the Coordinator of Religious Education, Director of Faith Formation and the Pastor.

◆ **Changes of Address or Telephone Number**

It is important that our records be kept up to date. Therefore, the Religious Education Office must be notified immediately of any change of address, email, telephone or emergency numbers.

◆ **Use of Student Information And Pictures**

The Religious Education Program reserves the right to use student pictures in publications. Any parent who does not wish his/her child's picture used, must make sure that they signed the form at registration time.

◆ **Custodial Rights**

In the case of divorced parents, the Religious Education Program will interact with the parent who has legal custody of the child in matters of absence, lateness, dismissal, discipline, records, authorizations etc. Full rights apply to both parents unless a court order specifically revokes these rights. It is the responsibility of the parents to provide evidence of such court order.

◆ **Reporting Physical/Sexual Abuse**

State law requires a teacher or administrator who has reasonable suspicions that sexual abuse has occurred to report this to the Division of Children and Family Services.

◆ **Cooperation With Legal Authorities**

It is our policy to cooperate with any local, state, or federal investigators or law enforcement officers that contact the Religious Education Program in the course of any criminal investigation. The Religious Education Program will attempt to notify the parents of any student sought to be interviewed in the course of any criminal investigation on the parish premises, unless directed by an investigator or law enforcement officer the contrary which is usually the case in investigations involving sexual or physical abuse.

## **CURRICULUM**

Our goal is to introduce and re-introduce young people to the person of Jesus and to reveal the person of Christ. The best way to do that is through the Scripture-based Catechetical Program. We believe that the Mass is our primary form of Catechesis and is also how we hand on the Catholic tradition of the Church and that all other catechesis should flow from it. Also a Scripture based catechetical program accomplishes this goal. The sacramental program will use age appropriate Reconciliation, Eucharist and Confirmation books.

◆ **Sacramental Preparation**

A Sacrament involves a relationship with Jesus and presumes faith. Readiness, not age or grade, is the criterion for the reception of a sacrament.

Before a student can be presented for sacraments of First Reconciliation, First Communion or Confirmation a student must attend religious education classes **for a minimum of two consecutive years**. Further information will be given at the start of the year.

◆ **Parent Formation Meetings**

Parent meetings are held for the reception of First Reconciliation, First Communion and Confirmation. All requirements regarding the reception of the sacraments will be discussed at these meetings. A schedule of these meetings will be given out on the first day of class. Attendance is required.

◆ **Student Evaluations**

Homework and assessments are meant to evaluate the student's grasp of material presented in class. Students are responsible for making up any missed homework assignments and tests. Please go over this information with your child.

◆ **Required Books**

Each student is expected to bring his/her backpack with the text book, workbook, folder etc. to each session.

If your child should lose or ruin the book, you will need to buy a replacement.

◆ **Identification Card**

All students will be provided a lanyard with an ID card at the beginning of the year. It is required that all students wear their ID badges to all classes.

If the ID card is lost or misplaced, parents will be required to purchase a replacement card at the office.

## **ATTENDANCE**

◆ **Mass Attendance**

Going to Mass is a gift and a serious obligation for all Catholics. We ask that you make every effort to attend Mass each Saturday evening or Sunday. Have the students bring their envelopes to Mass and put them in the collection basket. This way we are teaching them to be good stewards.

◆ **Class Attendance**

Religious Education classes for Kindergarten through 12th grade meet weekly for one hour and thirty minutes. This is a short time in which to teach our students about our faith; therefore, perfect attendance is our goal.

On the occasion that your child will not be able to attend class, we ask that you abide by the following protocol:

- Contact the Religious Education Office prior to class.
- Obtain child's make up work upon student's return to class.
- Return make-up assignments to the child's catechist.

It is the responsibility of parents to be aware of their children's attendance status.

**We ask that your child have no more than 3 absences per year.**

A student with more than three absences in a sacramental year

◆ **Substance Abuse Policy**

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverage, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on parish property or while attending or participating in any religious education program sponsored activity is forbidden. Transgression of this rule may result in dismissal from Religious Education Program.

Any student selling drugs on parish property or events will be expelled. All Archdiocesan Religious Education Program are committed to a drug free environment.

◆ **Search and Seizure**

The Coordinator of Religious Education or his/her delegate in our Religious Education Program has access to the handbags, desks, cars, or any object that is brought onto campus of the Religious Education Program, and may remove any object which is illegal or contrary to the program policy.

◆ **Parental Communication With Religious Education Program**

Persons with concerns about a catechist should first attempt to address the concern with the catechist. Only after such attempts have failed, should the parent contact the parish Coordinator of Religious Education. If the parent continues to be dissatisfied, the parents should contact the Director of Faith Formation and then the pastor.

◆ **Confidentiality**

Catechists and religious education staff will keep confidential information entrusted to us as long as no one's life, health or safety is at stake. In these cases, parents will be promptly notified of teachers concerns.

◆ **Harassment**

We are committed to provide a religious education program environment that is free of discrimination. In keeping with this commitment, our parish will not tolerate harassment of employees, volunteers, or students occurring in the Religious Education Program-sponsored events. Such conduct is immoral and illegal and will not be tolerated.

Harassment consists of unwelcome conduct, whether verbal, physical, and or visual, that is based on a person's protected status, such as sex, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status, or other protected group status. The Religious Education program will not tolerate harassing conduct that creates an intimidating, offensive or hostile environment. Transgression of this rule may result in dismissal from Religious Education Program.

If any employee or volunteer or student feels that he/she has experienced or witnessed harassment, that person must immediately notify the Coordinator of Religious Education. The Archdiocese forbids retaliation against anyone who reported harassment.

◆ **Weapons**

Any person carrying a weapon onto parish property or off -site event sponsored by Saint Andrew Parish poses a clear and present danger to others. For the purpose of this policy a weapon is defined to be a gun, knife, or any other article, which could be used to cause injury. Any student found with an offensive weapon will be asked to leave the Religious Education Program. Law enforcement authorities will be notified. Items that simulate a firearm or lethal weapon will be perceived as a threat to the student or other's safety and well being. Parents will be notified immediately. Transgression of this rule may result in dismissal from Religious Education Program.

(Communion I, Communion II, Confirmation I, Confirmation II & RCIA) may be asked to delay the reception of the sacrament until such time that the student in the judgment of the administration is sufficiently prepared. In all other grades, the student may not be ready to move on the next grade level. Parents are strongly encouraged to keep all absences to a minimum.

◆ **Cancellation of Classes**

In the event of inclement weather or some other serious reason where classes must be canceled, we will observe the same regulations as Broward County Schools. Parents are asked to follow radio, Internet and TV announcements.

## **ARRIVAL AND DISMISSAL**

◆ **Arrival and Dismissal**

Students should arrive no earlier than five minutes before class begin. We cannot provide supervision of students prior to this time period. To ensure the safety of our students, parents need to wait with the student until the main doors of the school are open. Do not drop off the students. Arrival and dismissal will be addressed at the parent orientation meeting.

◆ **Late Arrival**

Every effort should be made so that the students arrive on time for class. A student who is not in class when the doors open is considered to be late. The student must pick up a "late slip" from the front desk and present it to the catechist.

**Three tardies will be considered one absence.**

**A student who arrives more than 30 minutes tardy for a class will be marked absent.**

◆ **No Early Dismissal**

Due to the fact that we have a limited number of sessions and a great deal of material to cover, we will not release a student early unless he/she is ill. **Sports and other extra curricular activities are NOT an excuse for missing class.**

◆ **Late Pick Up**

After a reasonable amount of time (approximately 10 minutes after class has ended) if a student has not been picked up at the dismissal time, the student will be brought to the Religious Education Office. At that point, parents are called. If parents don't respond, then the emergency contact is called and asked to pick up the student. In the event that 1 hour has passed and there has been no communication with a parent or emergency contact person, the Coral Springs Police department will be called to intervene.

## **GENERAL POLICIES**

◆ **Discipline Policy**

Catechists are volunteers who are giving their time and effort for the benefit of the students. They have very limited time in which to teach their lesson. They are not expected to deal with students who do not plan to cooperate.

The learning environment is sacred. Any student who creates a problem in class will be removed from class and brought to the Religious Education Office. The parents will be notified by a telephone call or a written conduct referral will be mailed home. A conference with parents may be requested at that time. It is the responsibility of the parents to correct any discipline problem if the child is to remain in the program.

Students using obscene language, physical violence, disrespect to classmates and/or teachers theft or vandalism will be brought to the Religious Education Office. Parents will be notified immediately to come and pick up their student.

Any student found leaving the grounds during their religious education classes or whose behavior or attitude is depriving others of a religious education may be asked to leave the program.

◆ **Visitors**

A student may not bring friends to class who are not enrolled in our program.

◆ **Electronics**

Students are not allowed to bring radio's , electronic games or toys of any kind to class including IPODS. **These Items will be taken from students and returned after classes have ended. Cell phones should not be brought to class.** If your child must bring a phone to class, it must be turned off during class time. If a student has a phone in class and it is used for text messaging or it rings, it will be confiscated and returned at the end of class.

◆ **Dress Code**

Students are expected to dress appropriately when attending religious education classes. Clothing that is too short or too tight and underwear that is clearly visible is considered inappropriate. Dress is casual; however, be mindful of where we are. Students are taken to church at various times during class, therefore, dressing for class should be mindful of this. Shorts may be worn, but they must be up to the knee.

No tank tops or half shirt, no t-shirts advertising drugs, alcohol or cigarette products, or those displaying profanity, offensive or suggestive words will not be allowed. Absolutely no baseball caps may be worn to class. No Heelys or sneakers skates are allowed on the premises. **If your child doesn't comply with the dress code, a parent will be called.**

◆ **Public Display of Affection**

The Catholic Religious Education Program promotes friendship, charity, kindness, love, and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which is more than simple friendship, is not permitted in the Religious Education Program. The administration reserves the right to determine what is appropriate behavior in a Catholic Religious Education Program.