



## **OFFICE OF RELIGIOUS EDUCATION Parent-Student Handbook**

**-PERSONAL FAMILY INFORMATION-**  
(Student Classroom Assignments)



**HOLY INNOCENTS PARISH  
3455 W. Bangs Avenue  
Neptune, NJ 07753  
732-922-4242 ext.128**

## **SAFETY AND CRISIS MANAGEMENT GUIDELINES**

Recent experiences of violence and tragedies in our society and the schools have led us to form policies and guidelines to insure the safety of our children, youth and adults who participate in our Religious Education Program. Emergency situations can happen anywhere and anytime. It is also of paramount importance for us to be aware that the consequences of such a situation would have long lasting effects on our people. Therefore it is very important that we have the proper volunteer coverage at all times to insure the safety of our children. We thank you for your dedicated support and participation.

## **VIRTUS PROGRAM**

*The Diocese of Trenton is committed to compliance with the Bishops' **Charter for the Protection of Children and Young People**. Article 12 of the Charter mandates that each diocese establish and maintain a Safe Environment Program for children, youth and parents; as well as maintain a training program for ministers, educators and parish volunteers. In light of this, the Family Life Program has been adopted by our Diocese.*

### **ASSIGNMENT SHEETS AND TESTS**

Each child will be given an assignment sheet that will list all of the days that we have class, all lessons and special dates including test dates. If your child must miss a class you are expected to follow the assignment sheet and cover the lesson for that day.

Each child in Grades 3 through 6 is required to take the assigned *take-home* tests. Students are encouraged to use the book to complete the tests, reinforcing what they have learned. *We ask that you sign the tests before they are returned the following class.*

Tests will be administered to Grades 7 and 8 during class.

### **ATTENDANCE**

Regular attendance is crucial to learning. It is important that we keep accurate records of the attendance of the children. If your child will be absent PLEASE CALL THE OFFICE TO LET US KNOW. Excessive absence may result in your child repeating the grade.

### **BOOKS**

Please take time to look through your child's book. Each week, please review the "Project Disciple" pages and complete the "Take Home" section together.

Your child will be given a folder to carry home letters and notices. Please check the folder each week.

Please make sure that your child's name is on his/her book and folder.

### **CLASS TIME**

Kindergarten through Grade 6:

Sunday	8:45 AM-9:45 AM	School Building
Tuesday	4:15 PM-5:15 PM	School Building

Grade 7-8:	Monday	7:00 PM-8:15 PM	School Building
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Dear Parents,

Thank you for sending your children to our Religious Education Program. It is the duty of all Catholic parents to raise your children in the faith and we are glad to assist you in this endeavor with religious instruction. As the chief instructors of your children, each one of you is their first model of how the faith is lived. What you do in your home will either bolster what they are taught in these classes or undermine it.

The Catholic faith is more than just believing the right things. To be Catholic means to live one's life according to the teachings of the Church. On a basic level, this means that we should do as the Church teaches: go to church on Sunday, go to confession when needed, live moral lives and pray with one another. But on a more profound level, it means that each one of us should ever strive to have deeper knowledge of Our Lord, Jesus Christ and to have a relationship with Him. Without Christ, everything the Church asks of us will seem like some exterior burden imposed by people who do not understand us. But once we know Christ, everything that the Church teaches makes sense because it all helps us to know and love Him more intimately.

I know all of this can be quite challenging especially since we live in a world that has so many demands on us. Our faith can easily be pushed aside to some later time. No one is perfect and the Church understands that. I pray for all of you. You would not be sending your children to us if you did not have any faith. God can work with any spark and any inclination toward Him. I pray that this faith may grow in your hearts to be a great love for God. I hope you may find some time to pray for me as well.

God bless! I hope this will be a great school year.

Fr. H. Todd Carter  
Pastor



Dear Parents/Guardians,

Our Religious Education Handbook is meant to help you be aware of our policies and vision for working with you and your child/children.

Our main goal is to pass on our Catholic faith to the children and we depend upon you as parents to be the first teachers and models of that faith. You teach our Christian values by your own love and example. We are here to support you in that.

Our catechists are dedicated and caring and I am grateful for their gifts of time, preparation and example. Please support them with your prayer and cooperation.

We welcome you and your children. May God's Spirit guide us as we begin again. I pray we will have a blessed year as we learn together and worship each week at Sunday Mass.

Please do not hesitate to call if you have questions or concerns throughout the year.

God bless you,

Sr. Bernadette Schuler, osf  
Director of Religious Education

### **FIRE DRILLS**

There will be fire drills during the year. Teachers are given instructions and children are expected to be quiet, follow directions and remain orderly.

### **SCHOOL CLOSINGS**

In the event of bad weather school will be closed. Cancellations will be announced on the answering machine (ext. 128) and on the parish website ([www.holyinnocentschurch.net](http://www.holyinnocentschurch.net))

### **BEHAVIOR**

The children are expected to RESPECT THE PROPERTY OF OTHERS. Each child is encouraged to feel at home when they come to Religious Education classes. However they are reminded that the contents of each classroom desk is the property of a student or teacher of Holy Innocents SCHOOL.

Most of the children know how to behave in class, but there are times that they forget, in which case the following procedures will take place:

1. A TEACHER WILL SPEAK TO THE CHILD.
2. IF THE CHILD CONTINUES HE/SHE WILL BE SENT TO THE OFFICE AND AN APPROPRIATE ASSIGNMENT WILL BE GIVEN TO BE COMPLETED AT HOME AND SIGNED BY THE PARENTS.
3. IF THE BEHAVIOR CONTINUES A FAMILY MEMBER WILL BE ASKED TO SIT IN ON CLASS.
4. IF THE MATTER CAN NOT BE RESOLVED THE PASTOR WILL BE CALLED IN.
5. IF THE SITUATION DOES NOT IMPROVE THE FAMILY WILL BE ASKED TO TEACH THE CHILD AT HOME.\*

*\*IN SACRAMENTAL PREPARATION GRADES AN ADULT FAMILY MEMBER WILL BE EXPECTED TO ATTEND CLASSES WITH THE CHILD.*

## **CATECHISTS**

*We are all called to be catechists.*

We NEED teachers to make our program work. If you are interested in being a teacher of Religious Education PLEASE call the office.

## **VOLUNTEERS**

We NEED volunteers to help our program run smoothly. Our catechists are volunteers and work hard to bring our faith alive to the children. They need the full support of the families to make our program work.

YOU can help by volunteering for various positions such as teacher aide, substitute, medical professional, class parent, hall monitor and clerical assistant. ALL support is appreciated.

We may ask our Confirmation students to be aides in our classrooms as part of their service time. This is a very rewarding experience for them.

## **MASS ATTENDANCE**

Sunday classes are conveniently scheduled between the 8:00 AM and 10:00 AM Masses to encourage regular family attendance at Sunday Eucharist. Remember that you as parents model this value to your children. Weekend Masses are also celebrated on Saturdays at 4:00 PM and on Sundays at 12:00 noon and 5:30 PM.

## **ARRIVAL & DISMISSAL**

To insure that all the children are safe as they arrive for class parents/guardians (for Grades K-6) are asked to park and walk the children into the building. Students in Grades 7-8 may enter from and be dismissed to the parking lot.

## **SECURE BUILDING**

In order to keep the children safe our building will be secured. We ask that all parents/guardians enter through **one** door, the main door to the lobby. During class all doors will be locked. Hall monitors patrol the halls and lobby. No one can gain access to the building. NO ONE is permitted to walk through the building without the consent of the office. 8

## **OUR MISSION**

Holy Innocents Parish is a Christian community in the Roman Catholic tradition, built on a foundation of faith and prayer. Together we experience and celebrate the love of God, which has been revealed to us through Our Lord, Jesus Christ. Empowered by an active and living faith, we embrace our calling to continue the mission of Jesus. In His name, we extend our hands in welcome to all.

## **REGISTRATION**

Each Spring we hold registration for the next year. Each family is required to re-register.

NEW STUDENTS- A copy of the BAPTISMAL CERTIFICATE is required upon registration for those not baptized at Holy Innocents. This is necessary before a sacrament can be received.

CURRENT STUDENTS– Forms are sent home by mail and should be returned by the deadline to allow time to organize classes and to order books and supplies for the coming year.

NON-PARISHIONERS– Your Parish of Registration should be made aware that your child is receiving religious education from Holy Innocents Parish. Non-parishioners in our program pay an additional fee of \$75.00 per family per year.

EMERGENCY INFORMATION– Each family is asked to provide two emergency contacts in case we cannot reach a parent/guardian. Each year at registration you will be asked to verify/update the information.

INSUFFICIENT FUNDS– Unpaid checks will incur a “returned check” fee of \$35.00.

CLASS SIZE– Space is limited to 16 students per class.

## HOME STUDY POLICY

*Under special circumstances such as, but not limited to, a child's illness, lack of time or space in the parish, etc., a child's religious education may take place at home.*

- Arrangements for the religious education of the child will be made with the DRE/CRE at the time of registration.
- Parents are to receive a full explanation of the program and be given a Handbook, if one is available.
- Home Study is not permitted for students in grades of sacramental preparation (First Reconciliation, First Eucharist, Confirmation.)

## HOME SCHOOLING POLICY

*Home Schooling refers to a situation in which parents have withdrawn their child/ren from a formal school setting and are teaching them at home.*

- When a parent chooses the option to home school for religion, they will register the child/ren at the parish and agree to follow all parish and diocesan catechetical policies.
- The parish will supply the parents with information and materials regarding curriculum expectations, Religious Education Assessment (Test) information and sacramental preparation requirements including classroom participation, dates of parent meetings and liturgical or catechetical events, etc.
- Parents are expected to use the materials provided by the parish and to submit to the DRE/CRE a copy of any additional resources they may be using.

- When children are catechized in **either** Home Study or Home Schooling, it is up to the Pastor and the DRE/CRE to determine a means by which their progress is evaluated. At Holy Innocents this is done through completing Unit Tests and returning them to the Religious Education Office as scheduled. When needed, a meeting with the Director of Religious Education is arranged to review the completed textbook with the parent and child/ren at the end of the second semester.

## SACRAMENTS

To adequately prepare your child for the sacraments he/she needs to faithfully fulfill all prerequisites.

Preparation for First Reconciliation and First Eucharist takes place in Grades 1 and 2. **Before entering the First Reconciliation/ First Eucharist class (Grade 2) the 1st Grade curriculum must have been completed.** *We do offer a class for older students who have not yet received these sacraments.*

Preparation for Confirmation takes place in Grades 7 and 8. **Before entering the Confirmation class (Grade 8) the 7th Grade curriculum must have been completed.**

Parents/guardians of children preparing to receive a sacrament are **expected to attend the PARENT MEETINGS.** Important facts about the sacrament as well as other information will be distributed and discussed at this time.

Students are **expected to attend ALL** grade levels including Grades 3, 4, 5 and 6.

## RCIA

The **Rite of Christian Initiation of Adults** is a process by which adults (age 16 and older) complete their sacraments and/or become Catholic. Please contact Sr. Bernadette Schuler for more information about this process. RCIA meetings are held on Tuesdays from 7:00—8:00 PM.