SAMPLE OUTLINE OF PARENT/STUDENT HANDBOOK

Welcome

1.0 Religious Education Office
   1.1 Office Staff
   1.2 Preschool Staff
   1.3 Director of Religious Education
   1.4 Youth Minister
   1.5 Young Adult Program Coordinator
   1.6 Office Hours
   1.7 Phone Numbers

2.0 Parish/Diocesan Policies
   2.1 PGC/Fingerprinting/Harassment/Code of Conduct
   2.2 Parish Commitment to the Safety and Well-Being of all Children
   2.3 Pregnancy policy 5138.0

3.0 Map of Facility
   3.1 Building Map
   3.2 Traffic Flow
   3.3 Available Parking

4.0 Diocesan Graded Course of Study (short explanation)

5.0 Scope and Sequence of the Program (short explanation of what scope and sequence is)
   5.1 Preschool
   5.2 Grades 1-8
   5.3 High School
   5.4 Adult

6.0 Meeting the Needs of Families
   6.1 Traditional Classes (list days and times)
   6.2 Home School
      • Home school possibilities
      • List your guidelines
   6.3 Special Needs
      “In 1995, the U.S. Catholic bishops issued Guidelines for the Celebration of the Sacraments with Persons with Disabilities.
      • “By reason of their baptism, all Catholics are equal in dignity in the sight of God and have the same divine calling” (no. 1)
      • “Catholics with disabilities have a right to participate in the sacraments as full functioning members of the local ecclesial community. Ministers are not to refuse the sacraments to those who ask for them at appropriate times, who are properly disposed, and who are not prohibited by law from receiving them.” (no. 2)
“Specific guidelines are then offered for each of the seven sacraments.” (pg. 11, Opening Doors of Welcome and Justice to Parishioners with Disabilities, A Parish Resource Guide)

7.0 Policies
7.1 Attendance
7.2 Snow Days and other Emergencies Procedures used
7.3 Arrival / Dismissal Procedures
   - Early Dismissal
   - Late Arrival
7.4 Parking
7.5 Security
7.6 Class Times
7.7 Discipline
7.8 Classroom Snacks and Parties
7.9 Homework
7.10 Book Replacement

8.0 Communication
8.1 Take Home Folder
8.2 Web site
8.3 Absence

9.0 Service Projects (list yours)

10.0 Lending Library (if you have one)

11.0 Gift Shop (if you have one)

12.0 Calendar and Events

13.0 Classroom Visits

14.0 Sacramental Preparation

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