



Parent-Student Handbook 2018-2019

St. Hugh of Grenoble Catholic Church
Parish School of Religion

145 Crescent Road
Greenbelt, Maryland 20770
sthugschoolofreligion@gmail.com
301-513-9359

Pastor
Rev. Walter J. Tappe

Coordinator, School of Religion
Ms. Rohanie Bacchus

Rectory
135 Crescent Road
301-474-4322
301-474-9263 Fax

Table of Contents

Philosophy	3
Living a Christian Life	3
Role of Parent or Guardian	3
Role of Student	4
Role of Catechist	4
Role of Coordinator of Religious Education	4
Curriculum	5
Sacramental Preparation	5
St. Hugh School of Religion Policies and Procedures	6
Homework Policy	6
Evaluation	6
Progress Reports	6
Retention	6
Textbooks	6
Attendance	6
Arrival/Dismissal Procedures	7
Student Transfer/Early Withdrawal	7
Cancellation of Class	7
Student Behavior and Discipline	7
Registration Procedures	8
New Students	8
Returning Students	8
Tuition and Fees	8
Sacramental Prep Fee	8
Safety	8
Fire Drills	8
Medical Emergency Procedures	8
Safe Environment Curriculum	9
Acknowledgement	10

A. PHILOSOPHY

The philosophy of the St. Hugh of Grenoble School of Religion is rooted in the Church's teaching that parents are the primary educators of their children in the Catholic faith. Formal religious instruction is an important complement to the teaching and example that is done in the home. In the School of Religion, children learn their faith together with their peers in the parish. They are formed in the truths and teachings of the Catholic faith that they may fulfill their baptismal call to worship God and serve others as members of Christ's Body, the Church.

The School of Religion offers instruction to parish children from ages 4-14. Enrollment is required of all children in the parish who are not attending a Catholic school. All parish children, including those who attend Catholic schools, also receive special instruction through the School of Religion to prepare them for their reception of First Penance, First Eucharist, and Confirmation, as mandated by the Archdiocese of Washington.

B. LIVING A CHRISTIAN LIFE

Catholic life is rooted in the graces God gives his people through the faith and the celebration of the Sacraments, most especially, the Eucharist. Children in the School of Religion are expected to attend Sunday Mass regularly with their families and to attend all the School's scheduled classes and activities. In this way, our children in the School of Religion will be able to grow in the virtues of faith, hope and charity and so fulfill their Christian vocation, which comes from Jesus.

C. ROLE OF THE PARENT OR GUARDIAN

Catholic parents and guardians have a solemn obligation before God to pass on the Catholic faith to their children. The School of Religion supports them in this essential task. We encourage parents to be actively involved in their children's religious formation as well as dutiful in the practice of their own faith. Learning what it means to be a participating member of a faith community begins with the family; therefore, we expect the families in the School of family to be registered members of with the parish, contributing their time, talent, and treasure to it as they are able.

D. ROLE OF THE STUDENT

Children in the School of Religion are to:

- Participate in the Eucharistic celebration of the Mass on all Sundays and Holy Days of Obligation
- Receive the Sacrament of Penance regularly
- Love God and their neighbor in accordance with the Ten Commandments, the Beatitudes, the laws of the Church, and the Corporal and Spiritual Works of Mercy
- Pray daily

Academic Obligations are:

- Attendance at all classes
- Completed homework
- Participation in discussions and activities
- Bringing student book and other items to class as requested

E. ROLE OF THE CATECHIST

The primary mission of the Catechist is to communicate God's love to those entrusted to his or her care, by proclaiming the Good News of Jesus Christ.

The tasks of the Catechist are as follows:

- To help students grow in their faith and spiritual practices
- To assist with the initiation of students into the faith community and its life, worship, symbols and practices
- To pass on the faith of the Apostles as taught by the Catholic Church

F. ROLE OF THE COORDINATOR OF THE SCHOOL OF RELIGION

The Coordinator of the School of Religion at St. Hugh of Grenoble Catholic Church is delegated by the Pastor to be responsible for the development, implementation, and administration of the parish catechetical program for children, in accordance with the guidelines of the Archdiocese of Washington, taking into account as far as possible any special needs regarding physical, emotional, mental, or learning abilities. The Coordinator has the further responsibility of implementing the principles of civil laws concerning the safety of students in accordance with the Archdiocesan Safety Guidelines.

G. CURRICULUM

The book series used by the School of Religion for 2018-2019 for Grades 7 and 8 is *Faith and Life*, published by Ignatius Press. Grades Pre-K through 6 will use the book series *Finding God*, published by Loyola Press. Both of

these series are approved by the United States Conference of Catholic Bishops (USCCB) and the Archdiocese of Washington. Both use a spiral education approach, meaning that children will be taught the essentials of the faith year after year in ways particular to each grade level. This is designed to help the students embody their faith from the earliest age, and build upon it year after year.

Students will have take-home materials, and we encourage parents to look through them on a regular basis.

If at any time you have a question about the materials being used, please feel free to speak with your child's Catechist or the Coordinator of the School of Religion.

H. SACRAMENTAL PREPARATION

As the children mature, they are formed and prepared to receive the sacraments of Penance (Reconciliation), Eucharist, and Confirmation.

- The normal age to receive the sacraments of First Penance and First Eucharist 2nd grade. Children should be in the religious education program for two years prior to receiving these sacraments.
- The normal age for Confirmation is 8th grade. Students must follow the parish preparation program to receive this sacrament.

If there are circumstances that prevent your child from proceeding according to this schedule, please speak with the Coordinator of the School of Religion. Each situation will be considered in consultation with the pastor.

As your children approach the reception of these sacraments , you will receive further information regarding parental roles and responsibilities, meetings, and other items specific to each sacrament.

I. ST. HUGH SCHOOL OF RELIGION POLICIES AND PROCEDURES

Homework

Catechists will sometimes assign homework. It is our hope that parents will spend time with their children as they complete the homework assignment.

Evaluation

Formal evaluations take place on a schedule arranged by the Catechist. A certain amount of knowledge will be expected to be retained by each student in our program. Parents are urged to review the content of each lesson with their children to assist them in their learning. Those in grades three through eight will also have a formal assessment by the Archdiocese in the form of a standardized test. This will occur in October.

Progress Reports

The students will receive a progress Report from their Catechist twice a year; in December and April. The purpose of this Progress Report is to communicate with our families how their children demonstrate their knowledge, understanding, and practice of our Catholic faith as evidenced in their homework, classwork, and classroom participation. A copy of their final progress report will be kept in their family records file in the Coordinator's office.

Retention

Students who do not satisfactorily complete the course of study at each grade level or do not attend the required number of Catechetical sessions may be retained and required to repeat the level. This is at the discretion of the Coordinator of the School of Religion in consultation with the Catechist and the Pastor.

Textbooks

Textbooks are furnished to all students enrolled in the Religious Education program. It is our hope that the books will be properly safeguarded. The Catechist will distribute the books on the first day of class. The student is to inscribe their name and the name of the Catechist on the front inside cover of the book. Books are to be brought to class for each session. If a book is lost or damaged, a new one must be purchased immediately. The cost to replace the text book is \$20.00. Each student will also receive an activity book, for use by the student. This book may be written in. If lost, the cost to replace it is \$10.00.

Attendance

Your child's regular attendance at Religious Education classes is extremely important. If your child is going to miss a class, please contact the Coordinator of the School of Religion at sthughschoolofreligion@gmail.com or 301-275-6424. Absence from more than four sessions in one Catechetical year may be reason to repeat the grade level. This decision will be made by the Coordinator of the School of Religion in consultation with the Catechist and the Pastor.

Arrival/Departure Procedures

Students must arrive at the school gym ***with a parent or guardian*** immediately following the 9:30 Mass, usually between 10:30 and 10:45am, each Sunday that class is held. The children and families gather for prayer and announcements before the children are dismissed with their Catechist to the classrooms.

Please be sure to pick up your child(ren) from the school gym or lobby. Classes are dismissed promptly at 12:30 pm. Thank you.

Student Transfer/Early Withdrawal

If a student leaves the program before the completion of the Catechetical year, or is transferring to another parish at the end of the Catechetical year, please be sure to notify the Coordinator of the School of Religion of the departure.

Cancellation of Class

In case of inclement weather, cancellations will be announced by 8am Sunday morning via email. If you do not have internet access from home, please contact the Coordinator at 301-275-6424 or call another family in the School of Religion. For evening classes or activities during the week, we follow the Prince George's County Public Schools announcements. If there is sleeting or icing on a Sunday morning, the School of Religion will be closed.

Student Behavior and Discipline

Every student that attends the Parish School of Religion is expected to cooperate in creating a pleasant, Christian atmosphere. The behavior expected of students is a combination of common courtesy and safety regulations.

The following types of conduct are inappropriate:

- | | |
|--|-------------------------------|
| Fighting | Defiance of Staff |
| Profanity | Intimidation/Bullying |
| Possession of illicit substance | Possession of dangerous items |
| Possession of tobacco or alcohol | Cheating |
| Chewing Gum | Habitual Tardiness/Absence |
| Inappropriate dress | Damage/Vandalism of property |
| Leaving the building | |
| Refusal to complete homework or participate in class discussions | |

The discipline given will be dependent upon the nature of the misbehavior and parents/guardians will be notified. In the case of vandalism or destruction of school property, parents will be expected to pay for the repair/replacement of what was damaged. Any misbehavior involving illegal substances, items or behaviors will be brought to the attention of the Pastor to guide the course of any further action.

Registration Procedures

New Students

Registration dates will be published in the parish bulletin in the summer.

Requirements:

- Completed registration forms
- Baptismal certificate and other sacramental records if sacraments were administered at a different parish
- Records of attendance in previous Religious Education program
- Payment of tuition and fees
- Family photo for the Religious Ed Photo Coordinator (optional)

Returning Students

- Re-registration form
- payment of tuition and fees

Tuition and Fees

Tuition and fees are used for educational materials, supplies and activities throughout the catechetical year. The balance of funds needed to maintain our program is provided by the parish budget.

2018-2019 Tuition

- One Child \$125
 - Two Children \$200
 - Three or more Children \$250
- Books and Materials costs are included in the enrollment fee.

Sacramental Prep Fee

- 1st Penance and 1st Holy Communion \$25 per child
 - Confirmation \$50 per child
- This fee covers the cost of extra materials and retreats.

J. SAFETY

Fire Drills

At least once per semester a fire drill will take place during Religious Education. Students will be instructed as to the procedures before the drill is to take place.

Medical Emergency Procedures

Parents will complete medical emergency information for each enrolled child. The information is needed to inform us of each child's allergies, special health concerns and emergency contact information. All information will be updated annually and used only for the proper care of your children.

If a child is involved in a **minor accident**:

The student will be brought to the Coordinator of the School of Religion and if needed, minor treatment will be given – cleansing, bandaging, etc. The parent will be notified upon pick-up.

If there is a **more serious accident or illness**:

The parent will be notified immediately, and 911 will be called. The Pastor will be informed and appropriate documentation made.

Safe Environment Program

Circle of Grace is the safe environment program for children and youth, introduced in the Archdiocese of Washington and adopted by our parish School of Religion in the 2013-2014 Catechetical year. The goal of the program is to help children and youth understand the sacredness of who they are and how to seek help when needed through their relationships with trusted adults. A summary of the key concepts of **Circle of Grace** will go home with each family on the first day of classes after a brief demonstration lesson. Additional handouts will go home throughout the year. You may review the lessons, ask questions, or get additional information by contacting the Coordinator of the School of Religion.

After receiving and reading the Parent/Student Handbook for 2018-2019, please print, sign, and return this form. Thank you.

Acknowledgement

I hereby acknowledge that I have received and read the St. Hugh of Grenoble School of Religion Parent Handbook, 2018-2019.

I agree to abide by the policies and procedures set forth in this handbook.

I agree to support the ministry of the School of Religion and the Parish of St. Hugh in my children's spiritual formation to the best of my ability, through regular Mass attendance, regular attendance at Sunday classes and full participation in any sacramental preparation program if applicable.

Parents' Name (please print)

Parents' Signature

Date