



## ST. PAUL RELIGIOUS EDUCATION PROGRAM 2018-19

### *Religious Education General Policies and Procedures*

**Attendance** at Religious Education and sacramental preparation classes is very important for your child's spiritual and moral development. It is essential that your child attends class regularly and punctually in order to enter into a greater understanding and relationship with God.

We ask that parents take great consideration in planning activities around scheduled class times. **Absences should be limited to three per year, unless health or family situations warrant otherwise. We ask that parents call in to notify your student's teacher and the DRE by e-mail as soon as you become aware the absences of their children. [kmelgar@spcatholic.org](mailto:kmelgar@spcatholic.org) or (913) 764-0323 ext. 103 prior to class time.**

A voice message may be left indicating the parent's name, the child's name, his/her grade, and the reason for the absence. If no phone call is received to explain an absence, it will be considered unexcused. **If has three unexcused absences during the year, a determination will be made whether or not the child is ready to receive the sacrament for the year.**

**Punctuality is key.** Late arrivals are discouraged, as they are disruptive to class. Children and youth arriving five minutes or later will need to check in with the religious education representative prior to entering class.

### ***Attendance at Sunday Liturgy***

Congratulations! By enrolling in the Religious Education Program, you are making your faith life a priority. Religious Education supports the work of your Domestic Church, your home church. By going to church each week, you are being an active participant in your faith. Jesus Christ gave us the gift of himself present in the Eucharist every time we celebrate mass together. As Catholics, we have the awesome opportunity to literally become more Christ-like when we receive the Eucharist.

You are an active participant in your faith by the very nature of your being. Adults are models of the Catholic way of life for our students.

### ***Communication***

Open lines of communication are encouraged between all parties involved. Direct communication between DRE and parent by e-mailing [kmelgar@spcatholic.org](mailto:kmelgar@spcatholic.org) or phone calls.

Information on religious education and sacramental preparation will be shared with students and parents via a variety of methods including:

- Remind App or website:
  - **To join the Prek-6 group** (English):  
Text this message @prek61819 to this number 81010
- The parish website ([www.spcatholic.org](http://www.spcatholic.org)), go to Faith Formation under Prek-6
- The parish bulletin, emails
- Facebook, Twitter, class communications,
- Phone calls and letters from the Director of Religious Education.



## ST. PAUL RELIGIOUS EDUCATION PROGRAM 2018-19

If you have any comments, questions or concerns, we ask that you bring them to the attention to the Director of Religious Education at (913) 764-0323 ext. 103.

### ***Calendar***

The calendar is given out at the beginning of each Religious Education year. Please refer to the calendar for all Sacramental Preparation dates, faith formation dates, and all special events. You can find it the parish website [www.spcatholic.org](http://www.spcatholic.org) under Faith Formation session Prek-6.

***\*This year we are providing only the first semester due to the Parish Relocation. The second semester calendar will be release before Christmas break of 2018***

### ***Discipline***

***Discipline Every class should develop rules for their classroom. This should be done at the first class.*** All of the rules should focus on respect: treating all people the way we want to be treated – the way Jesus taught us.

Mutual respect between students, between students and Catechists, and respect for themselves is a goal of our program. Keep the rules simple and attainable and appropriate for the grade level. At most times, our children are anxious and interested to learn about their faith. However, there are occasions when a child is unable to control their behavior and, therefore, disrupts the class.

Due to the size of our classes and because we do not want you to be treated with disrespect, we will use the following procedure: The child will be warned that his/her behavior is not in keeping with the rules created in that class. If a second infraction occurs, the child will be sent to the Office to discuss the situation with the Director. For the next infraction, the student will be sent to the Office; the parents will be called and asked to pick up the child.

For any disciplinary problem beyond the above, the student, the parents, the Director, or Father Michael will meet in an effort to affect a change in behavior. Corporal punishment is never permitted under any circumstances. The law defines corporal punishment as any punitive touching (i.e. pushing, shoving, slapping, etc.)

### ***Drop Off & Pick Up Procedure***

#### ***Sunday Session***

Parents will sign their students in by walking their child to the classroom at 8:40 am. Parents will sign their student out of class with the student's catechist. *Unscheduled early dismissals should never occur.*

#### ***Tuesday and Wednesday Sessions***

Due to space restraints on the street, we ask that you do not drop your child off ***more than 10 minutes before the beginning of class time.*** Please be punctual in picking your child up from class.

#### ***Drop Off***

Students should arrive **no early** than 10 min. Drivers will drop off all students at West sidewalk on Honeysuckle. Traffic flow should be continuous from South to North, with students dropped off only at designated safety area. **Please do not drop students off in the Church parking lot.**



## ST. PAUL RELIGIOUS EDUCATION PROGRAM 2018-19

### ***Dismissal***

Following the Olathe school district elementary dismissal procedure, all families will be assigned a number. You will display the number on your dashboard. A volunteer will record your number and relay it to our staff inside the building. Kids will be dismissed ten at a time from the entrance on South Honeysuckle. Parents will line up in the northbound lane in front of the school main entrance (where is the school bell). ***No parents will be allowed in the building ten minutes prior to dismissal.*** If your child needs to leave early, please inform staff when you drop off your child and arrive prior to this time. We strive to provide a safe environment for the kids and this will go a long way to ensure that it remains this way. ***We strongly encourage the parents to talk with their student to helping memorize their family number and be ready to listen to instructions from the volunteers at the time of dismissal, this helps us to do this procedure more smooth and faster.***

**Due to significant safety concerns, children will no longer be allowed to walk across the Church parking lot without a parent.**

Any child not yet picked up will come back into the school. Parents will be contacted. Parents are asked to come inside and notify the Religious Education Office or supervising catechist or Aide when picking up.

### ***Early Pick-Up***

On occasion, your child may need to leave early. Please send a note with them. When you arrive, stop by the main school entrance (Vestibule area) and we will call up to their classroom and have them sent down.

### ***Dress Code***

A comfortable dress is appropriate. No strapless, tight or revealing clothes shall be permitted. We are all children of God and should respect our bodies by dressing modestly.

### ***Electronics Devices***

Electronic Devices Cell phones, “smart “watches, other wearable technologies, iPods, MP3 players, and any other technologies capable of sending and receiving messages or playing videos and/or music **must be kept on “silent” mode during the session time.** The catechist will collect and put it in a place where they can reach it during break time. Any student using an electronic device inappropriately during the session time will have it confiscated and they may pick it up at the end of the day. Repeat violations will result in further discipline.

### ***Weather Policy***

Since our church is located in the Olathe school district, when Olathe Schools cancel classes due to bad weather, there will be no Religious Education classes that day, even if the weather conditions have improved by the afternoon and evening.

If threatening weather conditions arise during the day while school is in session or develop as school is letting out, we will stay close to a weather station on the radio and make a decision accordingly. We will then:



## ST. PAUL RELIGIOUS EDUCATION PROGRAM 2018-19

- (1) put the information through Remind App.
- (2) attempt to contact each catechist. The Catechists will contact parents.
- (3) put the information on our website, Facebook, twitter
- (4) post signs on the doors into the church building;
- (5) alert Parish Office staff and continue to answer the phone as calls come in with inquiries.

### ***Safe Environment Training for Children***

The VIRTUS training program for children is the Archdiocesan Safe Environment Training. Children are not excused from safe environment training unless a written statement by parent/guardian/guardian is filed with reasonable justification. Parents/guardians should understand that if their child does not attend the training and there is no statement on file, the training must be made up during the make-up session.

### ***Visitors***

No unauthorized persons should be allowed in the area where the catechetical sessions are taking place. Parents and other visitors go directly to the Catechetical Office or designated reception area. Each student in each classroom *must be a registered student* in the Religious Education Program at St. Paul and the student's family must be registered and active parishioners at St. Paul Church.

### ***Volunteers***

Our Parish community recognizes that the parents and family play a significant role in the Faith Formation of the child. We are ALWAYS in need of volunteers for our Religious Education program. Our program continues to operate through the goodness and generosity of volunteers. Your time and talents are needed as catechists, aides or assistants during special events. Our Parish offers complete training and on-going support for all volunteers. Called to Protect Training is required and provided. If you have a particular talent or gift you could offer, please contact the RE Director. All volunteers with direct contact with students need to have a preliminary interview with the DRE, fill out a volunteer packet, and attend a Safe Environment Training and a check background. When all this is successfully completed the Volunteer will be approved by the Archdioceses and the Parish.

### ***Change of Address/ of Phone Number***

Please notify the Religious Education Office if your home address, e-mail address or phone number(s) change during the year. This is especially important for those receiving Penance, Communion and Confirmation as we mail out meeting notices and important information during the year.

I'm looking forward to working and serving you and your family this catechetical year.

### **Karla Melgar**

Director of Religious Education

913.764.0323 X 103

[kmelgar@spcatholic.org](mailto:kmelgar@spcatholic.org)