

St. Michael's
Kindergarten - 12th Grade
PRE - Parish Religious Education



Student/Parent
Handbook

PROGRAM PHILOSOPHY

The Parish Religion Education program seeks, as a partner with the parents, to provide an assembly to which the students come to know, love, and serve God. This is done through a series of encounters with His Son, Jesus: in faith experiences in the study of Sacred Scriptures, the Liturgies of the Mass, the Sacraments profess in our Catholic Faith, and in serving others.

It is our intention to develop and provide for the student a spiritual growth experience in their faith.

Parents, as the most important religious teachers of their children, make the Parish Religion Education program efforts effective by their support. This support we ask of you by observing the following policies.

CLASS TIME

Classes for all grades are held every Wednesday evening. Kindergarten - 8th grade meet from 6:00 to 7:00 p.m. at St. Michael's School. Grades 9th - 12th meet from 7:15 - 8:15 p.m. at various locations (i.e., church basement, St. Michael's School or parish member's homes). Attendance will be taken promptly. Please make every effort to have your child there on time.

If students have to wait for transportation after class, they should do so quietly in the entrance. Students waiting for brothers or sisters are to wait in the same manner and place.

MASS

Look for dates and times in the Parish Religion Education program calendar. Parents and relatives are invited to attend Mass. Students should attend Sunday/Saturday night Mass with parents.

ATTENDANCE/ABSENCES

Regular attendance is expected and necessary for students to benefit from the program. This allows teachers to plan class efficiently. When a student will miss class, a parent or guardian needs to call the Religious Education Director after 5:30 p.m. at 402-395-2926 (St. Michael's School) or text Lisa Wagner at 308-750-0423.

The Director will contact parents of students if an unexcused absence is recorded. **Students are only allowed to miss 4 classes. After missing more than four classes the student, parent, director of religious education and pastor will meet to discuss attendance. If absences continue the student may be required to make-up time or may be asked to repeat the year.**

Students who are absent will make arrangements with the Director to have their books picked up and do their assignments before the next class.

If a student needs to leave class before regular dismissal, parents should send a written request to the teacher stating the reason.

TARDINESS

Tardiness interferes with the child's progress in class and leads to the formation of undesirable character traits. Not only does tardiness disrupt the routine of the class, but seriously endangers the student's best development. When tardy, children are to be brought to the office by the parent. If the child is tardy more than 3 times, they may have to make up the time for assignments missed in class.

Please make every effort to see that your child is on time for class and picked up promptly. **Students may not enter the school more than 5 minutes before class starts.** For inclement weather the students will sit in the school hallway.

RECORDS

Records will be kept on student accomplishments and promotions. We will be asking for your help on updating these records each year.

DISCIPLINE POLICY

Disciplinary action will be imposed for the following violations:

1. Consistent failure to complete assignments.
2. Tardiness.
3. Consistent disruption in class or during activities.
4. Disrespect for authority - teachers, teacher aides, director and other parish personnel.
5. Defacing School or Church property.
6. Being in unauthorized areas - i.e., church ramp, school basement, etc.

In order to maintain a classroom atmosphere suitable for learning, each Teacher/Class will determine their rules. If a student is a persistent problem, the following policy will be observed:

1. The teacher will write down the inappropriate behavior and will give the report to the Director.
2. The student will spend the remaining class time with the Director doing an assigned project.
3. If the student is asked to return to the Director again in the following weeks, the parent will be contacted and asked to pick up their child. **The student will ONLY be allowed back in class if a parent accompanies the child each week or until the director of religious education sees fit.**

STUDENT CONDUCT

High standards of conduct are an important goal in our program. Proper attitudes and character development are stressed. An unacceptable action on the part of an individual child almost always interferes with the education of many.

Students must respect others and the rights of others to learn in a safe environment. Students must also respect school and church property. All items in the classrooms/school are to be left intact.

Alcohol, smoking or possession of any form of tobacco on the school/church property or in close proximity is forbidden. St. Michael's School has been designated as a SMOKE FREE/DRUG FREE SCHOOL. In order to comply with state and federal laws, no person may consume, distribute, or possess any illegal drugs or controlled substance on the grounds.

Parents will be notified if there is a problem that needs their attention.

GRIEVANCES

If parents of students have a grievance, please follow these procedures:

1. If the grievance is with the teacher contact the director immediately. A meeting will be arranged with parent, teacher and director.
2. If the grievance is with the director, contact the pastor.
3. If the problem persists, all those involved (parent, student, teacher, director, and pastor) will discuss the solution.

TUITION

Tuition is charged to cover student texts, supplies, and program costs. The tuition is to be paid by December 1st. If tuition is a concern, please contact the director or pastor.

VISITORS

Parents are welcome to attend class. Please contact the director in advance.

The school's telephone is for school business only. Students may use the phone if they are sick or if there is an emergency.

BICYCLES, SKATEBOARDS AND SCOOTERS

Bicycles, skateboards and scooters are not allowed.

LOST ARTICLES

The school is not responsible for lost or stolen articles. Please label ALL ITEMS: including sweaters, shirts, book bags, pencils, etc. Items found are put in the school's office.

CALENDAR AND ANNOUNCEMENTS

A semester calendar is distributed to our families. Announcements will be text/emailed to your cell number or email address. **Please provide a cell number or email address.**

CLOSING OF PRE-CLASSES

If Boone Central closes school for threaten weather, then PRE will be cancelled that evening. Cancellation will be texted/emailed to student and/or parents if cell #'s or email is provided. If you have questions, please call St. Michael's School at 402-395-2926 or call/text Lisa Wagner at 308-750-0423.

SACRAMENTS

If your child is preparing for First Reconciliation, First Communion, or Confirmation, a valid Baptismal Certificate must be on file in the church office. If your child was not baptized at St. Michael's, please obtain a copy from the church where baptized.

Students must have a minimum of two (2) years of religious instruction or the equivalent before being allowed to receive a sacrament.

CATECHIST TRAINING

The Archdiocese of Omaha requires all PRE teachers to complete a course in Safe Environment. In addition to the course a background check is run all teachers.