



Religious Education Program Handbook



ST. FRANCIS XAVIER

Parish & School

Religious Education Program

Wednesdays, Building C

Preschool – Confirmation (8th) 6:30 – 7:30pm

Dear Parents and Guardians,

Thank you for enrolling your child(ren) in the St. Francis Xavier Religious Education Program. Our goal is to help the children of our parish to grow in their faith and to understand what they believe. This is a joint effort between you as parents and guardians, the Religious Education Staff, and the Parish as a whole. We want to provide the best possible environment for all our children to learn. This handbook is provided to ensure communication is as clear as possible. The St. Francis Xavier Religious Education staff looks forward to the opportunity to work with your child(ren). All of us are engaged in this ministry out of love for the Lord, the Catholic Church, and for the children who are part of the program. The goal is to help each child to develop a relationship with Jesus, and to teach the riches of the Catholic Faith so the students will grow in their knowledge and faith life for many years to come.

CONTACT:

Pastor: Father Kerry Ninemire pastorknine@saintxparish.org

Evangelization Coordinator: Amber Davis amber@saintxparish.org

Parish Office 785-238-2998

ADMINISTRATION

The Pastor has ultimate responsibility for all parish religious education to include sacramental preparation. The Evangelization Coordinator in cooperation with the pastor oversee the catechetical program for the students. The Evangelization Coordinator is responsible for recruiting and supporting catechists, selecting textbooks or other resource material, planning and executing sacramental preparation programs, and preparing parents' meetings and communications. Catechists serve as the backbone of the religious education program. Our Catechists are volunteers who have recognized a special call to help spread the Word of God and to share it with His children.

ROLE OF PARENTS

As parents, you are the primary educators and role models for your children. (See the Catechism of the Catholic Church: 2221-2226.) You introduce them to Christ and shape their beliefs about God, the Church, and your faith. It is important that you maintain an active role in their religious education offered through the parish. Please consider volunteering to support the catechists. Prayer is also important, for and with your child. Read the Bible with them, ask them about what they learn in class, and attend Mass every weekend, Holy Days and if possible daily Mass. By showing your commitment to the Church, its teachings, and your child's religious education, he/she will grow stronger in faith.

GENERAL RULES

- Students should arrive on time.
- Students should attend every week. If a child is going to be absent, parents are asked to call the Evangelization Coordinator as listed on page 1. Children should not be absent from class more than 5 times per year. This is especially important when your child(ren) is/are preparing for a sacrament.
- Parents/guardians should pick up their own child(ren). If another person is picking up your child(ren), please contact the Evangelization Coordinator.
Parents of children who are in preschool through 3rd grade will meet their child's teacher at a designated door for pickup at dismissal. You may also designate an older, responsible sibling to do so.
- Students should dress modestly. Girls' skirts should not be shorter than 3 inches above the knee when the child is seated. Please no short shorts, bare midriffs, low-cut shirts, tank tops or tops with spaghetti straps.
- Students should wear a coat or sweater during the winter.

BEHAVIOR MANAGEMENT

One of our primary concerns is providing a safe environment conducive to learning for all children. Respect for the catechists, their assistants and fellow students is the expected behavior.

- Everyone (catechists, volunteers, parents and students) is to be treated courteously and with respect.
- Students are expected to respect parish property, classroom materials and the property of others.
- Students should not bring items that distract other students during class time. Students must not use cell phones, iPods, tablets or other electronic devices during class. The teacher reserves the right to confiscate items and return these after class.
- Any item that can be used as a weapon is prohibited.
- Possession or use of drugs, alcohol or tobacco is prohibited.
- School-appropriate behavior is expected during instruction. No fighting, inappropriate language, pushing, roughhousing or talking out of turn.

Any inappropriate behavior issues will be addressed and hopefully resolved at the lowest level possible:

Level 1, Discussion of inappropriate behavior by the catechist with the child; if not resolved . . .

Level 2, catechist will refer the child to the Evangelization Coordinator, if not resolved . . .

Level 3, Evangelization Coordinator will contact the parent(s) or guardian and an appropriate remedy will be agreed upon.

CLASS DISMISSAL

For safety purposes please do not block the parking lot. It is recommended that you park your vehicle and walk to the entrance of the classroom building. Also, you may park on the north side of Building C, Third Street. This will eliminate blocking traffic in the parking lot.

INCLEMENT WEATHER POLICY

In the event of inclement weather, the cancellation of classes will be announced on St. Francis Xavier Parish FACEBOOK page and through email. Announcements will be made no later than 6 p.m.

CURRICULUM

-All grades use *Theology of the Body* concepts in the classroom.

-Preschool uses *Pflaum Gospel Weeklies* curriculum. You can go to pflaumweeklies.com and click on "Resources for Families." You will be able to login for access to handouts, Gospel at home, weekly videos, home instruction and more!

-Grades K, 1, 3, 4, 5, and 6 use *Word of Life* curriculum published by the Augustine Institute and Ignatius Press. <https://www.augustineinstitute.org/program-and-resources/word-of-life>

- Grade 2 uses *Signs of Grace* by the Augustine Institute for Sacramental Preparation. Parents will participate in parent classes that go along with this curriculum.

- 7th Grade uses *Decision Point* and other related materials as this is the first year of preparation for the Sacrament of Confirmation.

-8th Grade is the second year of preparation for the Sacrament of Confirmation and uses the *Chosen* Curriculum for final preparation for the Sacrament of Confirmation. Parents and Sponsors will participate in classes that go along with this curriculum.

SACRAMENTAL PROGRAMS

1. Children normally celebrate the Sacrament of Reconciliation (Confession) and Holy Communion in the 2nd Grade, and Confirmation occurs typically in the 8th Grade. Our diocese requires a minimum of two years preparation to receive these sacraments; therefore, children should attend 1st and 2nd Grade classes to receive Reconciliation and their First Communion. Potential Confirmation candidates should be attending classes every year after they receive their First Communion and will be preparing for Confirmation in the 7th and 8th Grades.
2. Your child's attendance at the classes is essential. **Students should not miss more than 5 excused classes per year.** There may be make-up homework or classes if there are absences.

3. All parents will need to complete an application form for each sacrament received. **For those youth not baptized at St. Francis Xavier Parish, parents or guardians will need to provide a copy of the child's baptismal certificate.**
4. Parents or guardians are expected to attend the planned meetings and practices in preparation for the sacraments.
5. **IMPORTANT:** If your child has not been attending religious education classes or Catholic school and is in 2nd grade or a higher grade, please speak with the Evangelization Coordinator so that we can work out a plan for your child(ren).

TUITION

Tuition is charged to cover the expenses for books, supplies, one paid employee, building maintenance, and utilities. The fee of \$50 per child or \$100 per family can be considered as part of your tithing. If you cannot pay the full amount at the time of registration, you can make monthly installments. **NO CHILD WILL BE TURNED AWAY BECAUSE OF PARENTS' INABILITY TO PAY.**

PHOTOS/VIDEOS

At various events photos/videos are taken of the students and sometimes printed in the parish bulletin, *The Register* published by the Salina Diocese, or posted on FACEBOOK. If you do not want your child photographed or video recorded, please let the Evangelization Coordinator know.

SAFE ENVIRONMENT

The Charter for the Protection of Children and Young People requires parishes to provide formation to children in the areas of safety and the integrity of their person. Our parish religious education program uses *Child and Teen Lures Prevention*. If you do not wish your child to receive this training, please complete an Opt-Out Form which can be found on the parish website or by contacting the Evangelization Coordinator.