



St. Elizabeth Ann Seton Catholic Church

1401 Coral Ridge Drive, Coral Springs, FL 33076

954-345-7071 ~ setonre@gmail.com

Religious Education Handbook

Archdiocese of Miami

2018 - 2019

MISSION STATEMENT

The religious formation of the students of St. Elizabeth Ann Seton is accomplished through the building of a community of faith. It is expected that each family become actively involved in St. Elizabeth Ann Seton's parish life including regular Mass attendance in order to model a living, conscious and active Catholic faith and to reinforce the values and attitudes for living that faith. The family and their children also agree to act in accordance with these values and attitudes. Our faith based program centers around the Sunday liturgy, Catholic doctrine and family. We welcome all children of the parish in grades Kindergarten through High School, continuous enrollment is recommended. Many enthusiastic and dedicated adults and high school volunteers instruct our young people in the gospel values, teachings of the Catholic Church and journey with them in their faith development. Our program ministers to the needs of the whole family offering various parenting programs during the year. Sacramental preparation for First Eucharist and Confirmation require continuous two year enrollment and includes student and family retreats.

ADMINISTRATION AND ORGANIZATION

Under the direction and authority of our pastor, Rev. Edward M. Kelly, the Religious Education program is administered by Mrs. Gladys Jacobs, the Director of Religious Education who may be contacted at 954-345-7071 or via email at setonre@gmail.com

REGISTRATION

No person on the grounds of race, color, or national origin is excluded or otherwise subjected to discrimination in receiving services at the religious education program. Nor do we discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender or national origin.

It is the goal of the parish to provide religious education for every child in the parish. In rare cases, the parish may not be able to invite a student into the program because it does not have the resources to meet the special needs of the child. In such cases, the parish will assist the parents in providing catechesis for their child, especially in preparation for the sacraments.

The pastor has the final decision in matters of admission or dismissal to the program or to the reception of a sacrament.

PARENTAL CONCERNS

Persons with concerns about a catechist should first attempt to address the concern with the catechist. Only after such attempts have failed, should the parent contact the parish Director/Coordinator of Religious Education. If the parent continues to be dissatisfied, the parent should contact the pastor. Only after such attempts have failed should the Office of Catechesis of the Archdiocese of Miami be contacted. All concerns or comments arriving at our offices will be followed up with the pastor and the parish Catechetical Leader.

ATTENDANCE AND EARLY RELEASE OF STUDENTS

Classes meet weekly from September through April. A calendar of days off and special events is provided. Please refer to the Religious Education calendar for days off and holiday closures. Regular attendance is required at all classes. In the event of absence, please notify the Religious Education Attendance Line at 954-282-6325 or email at setonre@gmail.com. Two excused absences are permitted each year. Excessive absences may delay the reception of the sacraments. Early dismissal is disruptive to class and therefore discouraged. **To avoid interruption of class prayer time, students cannot be dismissed early during the last 15 minutes of class.** The Religious Education Office will release students only to the person who has placed the child in the religious education program. Any other person seeking the release of the child must have the approval of the parent with legal custody, which ordinarily shall be in writing. Parents must come to the Religious Education office to sign child out of class for early release. Photo ID is required. Students will not be released early at the classroom door for safety purposes.

SAFE ENVIRONMENT AND SAFETY

“Recognizing that each individual is created by God, the Archdiocese of Miami is committed to the safety and well-being of its children and vulnerable adults and implements procedures to minimize risk and barriers and to build and foster a culture of safe environment. The Archdiocese does not tolerate abuse or neglect of anyone. It will comply with all obligations of civil and canon law; it will promote healing where it is needed, provide education, training and guidance when it is appropriate, and endeavor to prevent any abuse of minors or vulnerable adults with firm justice and mercy towards all.” (*Archdiocesan Policy*)

In accordance with the Archdiocese of Miami Safety Guidelines, the Virtus program on child safety and awareness will be presented to your child(ren). The lessons provide children with the information and tools to guard themselves against those who may try

to harm them. Parents who do not wish their child(ren) to participate **MUST** opt out. Opt out forms and a handbook of presentations are available in the Religious Education office. Parents are welcome to attend this lesson.

For the safety of the children, classrooms are secure. School doors will be locked 5 minutes after the start of class time. Please adhere to the safety guidelines stated in this handbook for safe drop off and pick up procedures. Each of the 3 school exits are designated to specific grades for pick up.

STUDENT CONDUCT AND DISCIPLINE POLICY

Our program is faith based, Christian values are taught and expected by all participants. Students are expected to be respectful to each other, catechist volunteers, peer ministers and staff members. Our discipline policy is as follows: Disruptive students who cannot be redirected in class will be sent to the office, second offence will result in a call to the parents, a student who engages in conduct, whether inside or outside the religious education program, that is contrary to the moral code of the Catholic Church may be asked to leave the program.

Appropriate attire is expected of our students. **NO** offensive printed words or images on garments, undergarments should not be visible, students are expected to show respect and modesty for themselves.

Cell phones are to be turned in to the catechist at the start of class time. Cell phones used during class will be confiscated; parents may pick up cell phones in the Religious Education office at the end of class.

The Director of Religious Education and/or Pastor is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

FIELD TRIPS

“Archdiocesan policy not only discourages field trips that extend beyond religious education program hours for elementary religious education programs but also forbids overnight field trips for elementary religious education programs.”

Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

Parents should be allowed to refuse their child participation in a field trip.

Students are required to bring a parental permission slip which releases the religious education program from liability to participate in a field trip. Students who fail to submit a proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written permission. If a child forgets to bring home the permission slip, a parent could copy the form from this book and complete it. This form could be faxed to the religious education program. Only the completion of this form satisfies the requirement of parental permission.

SEARCH AND SEIZURE

The Director of Religious Education and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the religious education program property or any religious education function, and may remove or confiscate any object which is illegal or contrary to policy.

REPORTING PHYSICAL AND/OR SEXUAL ABUSE

Parents and guardians should understand that Florida State law requires a teacher or administrator who has reasonable suspicion that sexual or physical abuse has occurred to report this to the Division of Children and Family Services.

HARASSMENT

The Archdiocese of Miami religious education programs are committed to providing a safe, Christian, healthy and respectful environment that is free of discrimination. In keeping with this commitment, our parish will not tolerate harassment of employee or volunteers or students occurring in the religious education program or at religious education program-sponsored events.

Harassment consists of unwelcome conduct, whether verbal, physical, and/or visual, that is based on a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status or other protected group status. The Archdiocesan religious education programs will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, offensive, or hostile environment.”

COOPERATION WITH LEGAL AUTHORITIES

It is the practice of the religious education program to cooperate with any local, state, or federal investigators or law enforcement officers that contact the religious education

program in the course of any criminal investigation. The religious education program will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the religious education program premises, unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The religious education program will attempt as well to have a representative present during such an interview, unless this is not permitted by the investigators, which is often the case in investigations involving sexual or physical abuse.

STUDENT WITHDRAWAL

The Catholic Church considers the parents to be the primary catechists of their children. The education of a student is a partnership between the parents and the religious education program. Just as the parent has the right to withdraw a child if desired, the religious education program administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. As part of this partnership, parents are expected to pay the tuition that is charged for the Religious Education Program.

SUBSTANCE ABUSE POLICY

All Archdiocesan religious education programs are committed to a drug free environment. The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on parish property or while attending or participating in any religious education program sponsored activity is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from religious education program, even for a first offense.

WEAPONS POLICY

Weapons are not permitted anywhere on religious education program grounds. Students who bring weapons on religious education program grounds, who are in possession of weapons, or who threaten others with weapons or items used as weapons may be expelled from the religious education program.

ANTI-BULLYING POLICY

The Archdiocese of Miami has a strict policy against bullying. A complete copy of the Archdiocesan Anti-Bully Policy is available in the Religious Education office.

HEALTH ISSUES AND PROCEDURES

The administering of medicine to a child outside the doctor's office or a health institution is a parental responsibility and should not be delegated to religious education program personnel except under unusual circumstances. Only when absolutely necessary is the religious education program willing to accept responsibility for administering medications, and then under the following guidelines:

- The religious education program will never administer/dispense medicines (including over the counter drugs) to students without specific authorization by both a licensed physician and the parent of the students. An "Authorization for Medication" form must be completed and submitted by the parent. The name of the medication and dosage must be indicated on this form.
- All medication must be brought to the office with a parent's authorization.
- Only prescription medication can be brought to religious education program and must be stored in a religious education program office; no over-the-counter medication is allowed, unless a doctor's written authorization is submitted.
- Prescription medication must be in the original bottle, which must be labeled and must have the exact dosage.
- The religious education program will not dispense medication, so students are responsible for their own medication.
- All medications will remain in a secure location. (By exception, students who are asthmatic may carry a prescribed inhaler with them during the religious education program day.) A written log will be kept of dispensed medication.

RELIGIOUS EDUCATION RECORDS

The following records are kept in the official file of the student: sacramental records, health records and an emergency information sheet. Only the contents of the official file will be forwarded to a new religious education program.

USE OF STUDENT PICTURES AND VIDEO

The religious education program reserves the right to use student pictures in publications. Any parent who wishes to opt out must notify the Director/Coordinator of Religious Education in writing prior to the beginning of the religious education program year.

EMERGENCY INFORMATION

The policy of the religious education program with regard to program closings in cases of emergencies is to follow Broward Public School directives. Parents should listen to broadcasts and keep their children home on days when the local public schools are closed due to inclement weather or other emergencies.

SAFETY PLAN

The Parish intends to provide a safe environment for the children attending Religious Education programs. For this reason, the Religious Education Program has developed a Safety Plan for emergencies. A copy of this is available in the Office of the Director of Religious Education where parents may read it.

RELIGIOUS EDUCATION PROGRAM POLICY AND DIRECTOR OF RELIGIOUS EDUCATION'S RIGHT TO AMEND

Since situations can arise that were not foreseen at the time of writing this Handbook, the religious education program reserves the right to initiate, change or modify the policies as needed. Parents and students will be notified of any amendments.

St. Elizabeth Ann Seton Religious Education Program

Dear Parents,

This is your copy of the Rules and Regulations Handbook for the St. Elizabeth Ann Seton Parish Religious Education Program.

In order that you might better understand the philosophy and requirements of St. Elizabeth Ann Seton Religious Education Program, it is important that you thoroughly read this handbook.

Please print, sign and return this page to the Religious Education office indicating that you have read and accepted the rules and regulations.

Blessings,

Mrs. Gladys Jacobs
Director of Religious Education

Family Name: PLEASE PRINT: _____

Students Name(s): PLEASE PRINT:

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school. I agree to cooperate with the religious education program's interpretation and enforcement of the policies outlined in the handbook. I also understand that the religious education program has the ultimate authority over the administration of the program and the interpretation of the program's rules and policies. Moreover, I further understand that all of the program's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the program with or without notice.

I have read and do accept the rules and regulations as printed in the handbook.

Mother's/Guardian Signature

Date

Father's/Guardian Signature.

Date