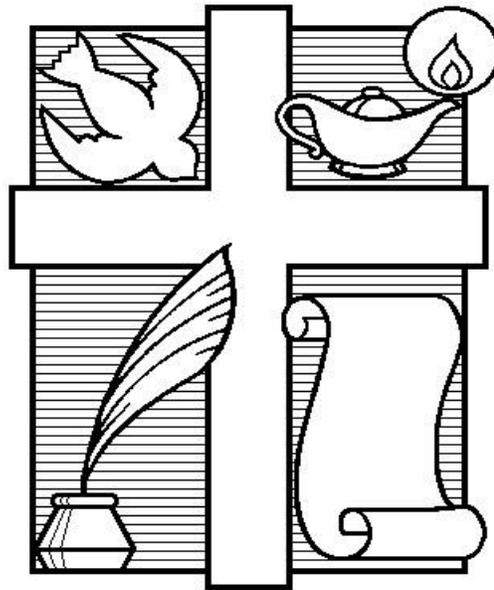


**Sacred Heart of Jesus Church Parish  
School of Religion  
Ministry of Christian Formation**



**Policy Handbook**

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## MISSION STATEMENT OF SACRED HEART OF JESUS CHURCH

*Following the 'call' of Jesus the Christ, we the  
Catholic Christian Community of Sacred Heart of Jesus Church  
dedicate ourselves to the mission of collaboratively providing and promoting a healthy  
Christian environment for worship, education and service to the People of God*

This Mission Statement was developed by the Pastoral Council as a response to the Archdiocese of New Orleans' recommendation for the "Catholic 2000" project. It is to be used as the pinnacle in all parish programs, preparation, and implementation of present and future projects. In doing so the Pastoral Council hopes that our parish will continue to strive in following the call of Jesus the Christ in all that we undertake.

One of the key words in this Mission Statement is "collaboratively." This word implies that we should endeavor to work together for a common purpose keeping in mind, at all times, the good of the community. We should be focused on providing a place of worship, education, and service that exemplifies the life and teachings of Our Lord and Savior Jesus Christ.

The directives of this Mission Statement describe an ongoing process that never ends. As we grow and mature, our theology changes to meet the needs of those it serves. So too, must we be ready to be open to the Spirit as our parish grows and changes as it evolves into a people chosen by our God to live lives that are genuine and spirit-filled.

### OUR PARISH SCHOOL OF RELIGION (PSR) MISSION

As catechists (teachers of the faith), we realize that the primary responsibility of religious education is with the parents of our students. Our mission is to support parents in that endeavor and to supplement their teaching with catechesis that teaches students about the Catholic Church and Christian living. We will seek to accomplish this mission by establishing and maintaining a learning environment that is healthy and safe, by using materials and a curriculum approved by the Church and by modeling the faith.

## **I. ELIGIBILITY**

1. The Parish School of Religion admits all qualified students regardless of race, color, national/ethnic origin. It does not discriminate on the basis of race, color, national/ethnic origin in administration of its policies, admission policies and other Church sponsored activities.
2. All students are required to have a current application on file. All sacramental information must be completed on new students' applications. The student must be baptized and present a copy of his/her baptismal.
3. The student's parent(s) must be registered parishioners of Sacred Heart of Jesus Church and actively participating using the envelopes that they receive from Church. At least one parent must be a practicing Catholic.
4. If the student or his/her parents belong to another parish, a letter of permission from his/her pastor is required, along with a copy of the student's baptismal certificate and proof of prior religious instruction.
5. The student must be baptized and present a copy of his/her baptismal.
6. If the student or his/her parents belong to another parish, a letter of permission from his/her pastor is required, along with a copy of the student's baptismal certificate and proof of prior religious instruction.
7. First Reconciliation (Penance), commonly called "Confession," and First Holy Communion are typically received in the second grade. Two years of Religious instruction prior to the reception is required.
8. Confirmation is received during the 11th grade. All high school teens, whether they attend public school, Catholic school or private school must register before starting 9th grade to begin the three-year Confirmation process.
9. All students (including 9th, 10th and 11th grade Catholic School Students) must sign in at the Mass that they attend. If you are out of town for Mass a bulletin signed by the Pastor of that Church will be accepted. For further details about Confirmation please see the Confirmation Handbook.

## **II. BASIC GUIDELINES**

1. Parents are expected to attend the Parent Orientation Meeting on the first official class of CCD.
2. No guests or visitors, which include friends of students, parents, godparents, grandparents, teacher aides or assistants, etc., are allowed in the school buildings or in the classrooms during classes without the permission of the Coordinator of Religious Education (CRE). However, we do encourage parents to take an active role in volunteering in the classroom. Your presence as a teacher or an aide is vital to our program. Please notify the teacher and CRE if you are available at any time. For the safety of our children, we cannot allow people to come freely in the classrooms, prior notification is required.

3. Safe Environment training is required by the Archdiocese in order to have unsupervised contact with our children. Please see the CRE for information about the training. Emergency permission will be handled on a case by case basis.

### **III. ARRIVAL & DISMISSAL**

1. Class time for students in grades 1<sup>st</sup> – 8<sup>th</sup> is on Monday nights beginning at 6:30 p.m. and ending at 7:45 p.m. Students are not allowed in the school building until the teacher is available to lead them to the classroom. They are not permitted to leave the building until dismissed.
2. DO NOT bring children to school before 6:15 p.m.! The teachers do not arrive before then. If you are here before 6:15 p.m., you must wait until someone is available to watch for the children.
3. The side gate entrance on Fifth Street should NOT be used to drop off or pick up your child.
4. Students who walk to school should ONLY use the front gate entrance on Spruce Street immediately when class is over or when they reach the courtyard following a Mass or other service in church.
5. Students who arrive by car should be dropped off by the concrete courtyard area only. Students whose parents park and walk over to school are required to walk in the designated area (the painted walkway from the parking lot to the cafeteria building).
6. Students were not allowed on the playground (before or after class) without a parent or guardian.
7. PLEASE NOTE THAT FOR ALL MASSES AND RECONCILIATION SERVICES ALL STUDENTS (1ST-11TH) SHOULD ARRIVE AT SCHOOL FOR 6:20 P.M. SO THAT WE MAY BEGIN MASS OR SERVICES PROMPTLY AT 6:30 P.M.
8. Students who walk home should bring a written note saying that the student has permission to walk home. The note should be signed by the parent. The note should be given to the teacher before class.
9. Students must be signed out in the office by a parent or guardian when leaving for any reason before dismissal.
10. For dismissal and departure, students will leave their classes in a single file line when the bell rings. They will remain in single file line by class in the courtyard and wait for their parents to pick them up.
11. Parents/guardians must have name card visible in the windshield of the passenger side for the child/children to be permitted to leave school property.
12. Name cards are also required for parents to who park and walk to pick up children. Parents should wait under the breezeway to wait for children to be dismissed by the teacher.
13. On nights when we have Mass or Reconciliation service in church, departure will take place as follows:
  - a. Students will leave church in a single file line when the church service is over.

- b. They shall remain in a single file with their teacher in front of church until their parents pick them up.
- c. Parents should circle behind the youth center and pull through to pick up children on the north side of the church

#### IV. CLASSROOM BEHAVIOR AND DISCIPLINARY PROCEDURES

1. Our catechists are volunteers who have committed themselves to our parish children. It is important that the children show proper respect and appreciation for this gift of time and talent and reverence to the presence of God in church. Please work with us in establishing an atmosphere of respect for both teachers and students and proper behavior in church.
2. Students should always be polite, thoughtful and respectful to others and conduct themselves in an orderly manner in church, classrooms, restrooms, hallways and before and after class.
3. Obscene language will not be tolerated.
4. Students should come to class with required assignments, pen or pencil and other materials requested by the teachers.
5. Students are not to bring candy, gum, soft drinks or other refreshments in to the classrooms.
6. Students are to keep cell phones off and in their pockets or purses. Teachers may pick up any cell phones they see out of pocket or purse during class time and return them at the end of class. If this happens a second time, the cell phone may need to be reclaimed from the Pastor.
7. Students who are referred to the office for not following school or classroom rules will receive:
  - a. **First referral** – Phone call to the parent/guardian to be picked up from class. The child will be responsible for any missed assignments and the missed class may count as an absence.
  - b. **Second referral** – CRE will meet with the parent(s) legal guardian to discuss the situation and ask the parent(s) or legal guardian to take remedial action. The CRE will ask the parent to attend class with the student.
  - c. **Third referral** – the parent will be asked to withdraw the student from the PSR program. If the parent refuses to withdraw the student voluntarily, the student will be dismissed from the program for the given year.
8. Dismissal from the program is an extreme measure, which is taken after other efforts have failed; it is also sometimes used in response to certain acts of misconduct, which are flagrantly opposed to Christian behavior. It is not necessary for a student to have a behavior record before he/she is expelled.
  - a. Any student possessing, distributing, and /or using illegal drugs, alcoholic beverages, cigarettes or tobacco products either on school or church grounds will be considered for immediate dismissal.
  - b. Any student carrying a firearm on school or church property at any time will be expelled and reported to the authorities based on Act No. 197. The Parish

School of Religion also has the right to have the individual arrested and charged with the possession of a firearm on a school campus.

- c. Any student carrying a knife or any other weapon or object that could be used as a weapon on school or church property at any time will be expelled.
  - d. Any student who makes a threat, either directly or indirectly, to harm any other student, teacher, staff member, etc. will be considered for immediate dismissal.
  - e. Any student who vandalizes school property, church property or the property of another student, teacher or Church volunteer or who makes a threat, either directly or indirectly, to vandalize such property will be considered for immediate dismissal.
  - f. The Parish School of Religion reserves the right to expel any student at any time whose behavior is deemed detrimental to other students, teachers, faculty, staff or any other person in the Religion program.
9. Any student who fails to cooperate with the staff of the Parish School of Religion may be asked to withdraw from the program after consultation with his/her parents. This cooperation includes abiding by the rules set forth in this handbook and following all classroom rules set forth by the teacher. It also includes successful completion of all class work, homework, and proper behavior at all church sponsored activities.
  10. Any parent who fails to support the policies of the school of religion may be asked to withdraw his/her children from the program.
  11. The school of religion reserves the right to refuse registration or may ask a student to withdraw whose behavior is in conflict with the teachings of the Catholic Church, harms another, or harms the reputation of Sacred Heart of Jesus Church and its programs.

## **V. DRESS CODE**

1. Students are reminded that appropriate clothing is required for classes.
2. No hats or caps at any time.
3. No short shorts. Only shorts that come to just above the knees are allowed.
4. No mini-skirts and no midriff tops.
5. No shoes with roller blades or skates, for safety reasons.

## **VI. ATTENDANCE**

1. As per guidelines from the Archdiocese of New Orleans, thirty (30) classes/ sessions/ class meetings in a school year will be held. Our class meetings are between 60-75 minutes long. It is important your child attends all scheduled classes including whole school masses and Children's Rosary.
2. We allow five (5) absences ONLY. Excessive absences will result in a failure to pass the class. Please contact the CRE if you feel an absence should be considered a special circumstance and considerations may be made.

3. It is the responsibility of the student to make up any work that they might have missed if they are absent at any time.

## **VII. GRADING & EVALUATION REPORTS**

1. Grading will be on a Satisfactory or Unsatisfactory basis. This will be based on the student's test scores, completed assignments, participation, class attendance, and conduct.
2. We will have two semesters, Fall and Spring. Fall semester runs from August through December; spring semester runs from January through May.

## **VIII. CANCELLATION OF RELIGION CLASSES**

1. Classes follow the schedule set by the St. Charles Parish Public School System. In an emergency or in case of a cancellation at the last minute, a notification system will be implemented. Please make sure your phone number and email addresses are accurate and current. If any changes occur during the school year, please contact a Nina LaRosa at [c.s.larosa@gmail.com](mailto:c.s.larosa@gmail.com) as soon as possible.

If in doubt, call the parish office at 985-764-6503 or check our Facebook page <https://www.facebook.com/SacredHeartChurchNorco/> for updates.

## **IX. IMPORTANT REQUEST TO PARENTS AND GUARDIANS**

In order for us to work more effectively with your student, please inform the Coordinator of Religious Education and/or the child's teacher if a student has any special needs [e.g., health or emotional issues or special family circumstances, or changes happening in the family, etc.].

For more information, please contact the following:

Nina LaRosa, Coordinator of Religious Education

Email: [clarosa@arch-no.org](mailto:clarosa@arch-no.org) (Please be advised that mass emails will often come from an additional email – [c.s.larosa@gmail.com](mailto:c.s.larosa@gmail.com))

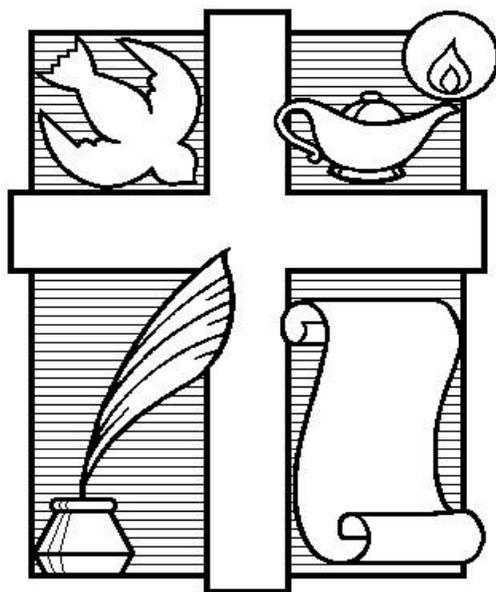
Phone: 985-275-0225

Website: <http://sacredheartchurchnorco.org/>

Revised: 08/01/2017



# Sacred Heart of Jesus Church Parish School of Religion



## Policy Handbook

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Print Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

I/We have read, understand and agree to abide by the policies set forth in the Sacred Heart of Jesus Parish School of Religion Policy Handbook for 2016-17 year.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_