

# **St. Alexander Religious Education**

## **Mission Statement**

St. Alexander Religious Education program is a vital part of the St. Alexander community. Within the evangelizing mission of the Church and parish, the Religious Education Program is called to witness, proclaim, and teach the Good News of the Gospel through participation and commitment to service.

Our mission is to provide a safe educational environment of spiritual growth in which students, catechists, and parents create enthusiasm for lifelong learning in order to prepare students to become adults who are socially responsible and morally sound.

## **Religious Education Program**

### **Telephone Numbers and Address**

**Religious Education Office**                      **448-6624**

#### **Religious Education Address:**

St. Alexander Religious Education Office

126<sup>th</sup> St. & 71<sup>st</sup>. Ave.

Palos Heights, IL. 60463

**Parish Administrative Office**                      **448-4861**

7025 W. 126<sup>th</sup> St.

Palos Heights, IL. 60463

**ST. ALEXANDER**  
**RELIGIOUS EDUCATION PROGRAM**



**PARENT HANDBOOK**

**Rev. Martin E. Michniewicz, Pastor**  
**Rev. Patrick J. O'Neill, Associate Pastor**  
**Mr. Tyler Ried,**  
**Coordinator of Religious Education**

# Religious Education Policies

## HANDBOOK

The purpose of this handbook is to help facilitate an understanding of the policies and expectations associated with participation in the REP. All parents are asked to familiarize themselves with this book and adhere to all policies stated herein.

## CLASS ATTENDANCE

Students will be expected to attend all class sessions. In the event of sickness or a death in the family considerations will be made. **Sports games and practices are NOT acceptable reasons to miss class.** Please arrange your schedule to accommodate REP first.

In the event of an absence the parent is required to notify the office at 708-448-6624 or e-mail me at Tried@archchicago.org. We appreciate knowing your child is safe at home with you.

In the event of excessive and unexcused absences your child may need to repeat the grade. Regular class attendance is the key to a successful year.

All students are expected to arrive on time and stay for the entire class.

**Students will not under any circumstances be allowed to leave class early for a sports game or practice.** Religious Education should be the first and most important priority in the formation of your child.

**DISCIPLINE** Students come to REP to learn and catechists come to teach. In order for this to happen appropriate behavior is expected at all times. If a disciplinary issue arises it will be addressed as follows.

- The catechist will ask the student to correct his or her inappropriate behavior.
- If the problem issue persists the student will be sent to the Coordinator of Religious Education for a meeting to determine the nature of the problem and discuss a possible solution. A disciplinary report will be completed, signed by the CRE and the student and placed in the student's file. If there is no re-occurrence the report will be pulled at the end of the school year.
- In the event steps one and two do not correct the problem the parents will be called in for a meeting with the CRE and the student. It may be necessary to return home for the remainder of that class session. In order for the child to return to class the CRE, parents and student must reach a verbal agreement that the behavior will cease. Again, a report will be completed, signed by the CRE and parents, and placed in the student's file.
- If the problem continues to persist the student may be dismissed from the program and will need to repeat that grade the next year or the parents may be required to sit with the child in class until the school year concludes.
- Cell phones are a fact of life. However, there can be **NO** use of a cell phone during class. No texting. If a child uses a cell phone it will be taken by the catechist and given to the CRE. The phone will be returned to the parents only.

## **BOOKS**

Books will be distributed at the first class. **Students are expected to come to class with their books and a pen or pencil.** If the student repeatedly fails to bring his or her book the parents will be contacted and expected to bring the book to the child.

At the end of each chapter there is a review page. Parents are asked and encouraged to look over this page with their child and to discuss the lesson.

Parents should ask the student each week if any handout material was sent home with them. Important information is sent home along with a bulletin with each youngest child in the family. Please read the material sent home in order to keep you abreast of events at the parish and in the RE Program.

## **SCHOOL MESSENGER**

Another method for communicating information is the use of our **School Messenger** information system. **School Messenger** allows us to send email to you as well as a recorded voice message.

Ordinarily we will send one email per week unless there are special circumstances that need to be addressed.

**Please do not spam School Messenger and please take the time to read each email carefully and completely.**



## **SACRAMENT POLICIES**

- In order to participate in a sacrament each child must have a Baptismal certificate on file in the RE Office.
- Parents are **expected** to attend information and training meetings prior to their child making a sacrament. Time and dates TBD. At least one parent must attend these sessions.
- In order for a child to receive First Reconciliation and First Holy Communion he or she must participate in a formal parish Religious Education Program during both first and second grade.
- In order to receive Confirmation as an eighth grader a student must participate in a formal parish Religious Education Program during both seventh and eighth grade.
- If your child should have but did not make their First Communion in second grade please notify the Religious Education Office at once.

## **ENTERING THE BUILDING**

All students should enter the Church upon arrival and sit in their assigned pews. This time should be spent in quiet prayer until they have been instructed to proceed to the classroom.

## **DISMISSAL PROCEDURE**

To ensure the safety of all students we ask you to follow these dismissal procedures:

- Parents of children in grades 1-3 are asked to pick up their child in the vestibule upon dismissal.

- Parents of children in grades 4-5 are encouraged to also come in and meet the child in their vestibule.
- Students in grades 6-8 will be dismissed from the Church doors.
- **Do not park directly in front of the Church doors. Please observe the orange cones.**
- Use extreme caution as you leave the lot. Drive slowly and safely. Please follow the directions of the person directing traffic.

## **CLASS TIMES**

Classes for ALL grades 1<sup>st</sup> – 8<sup>th</sup> will meet Monday's from 5:30 p.m. until 7:00 p.m.

Classes on Tuesday are from 4:30 p.m. until 6:00 p.m. for Grades 1<sup>st</sup> through 8<sup>th</sup>.

## **USE OF WASHROOMS**

Please see that your child uses the bathroom prior to the beginning of class. Our time is very limited. Hopefully we can avoid these disruptions of learning but in the event they must use the facilities during class exceptions will be made. We require the child to ask for permission from the catechist to use the bathroom. Grades one through three will schedule a bathroom break as part of their class time.