



St. Coleman Religious Education

Parent-Student Handbook

Administration Father Michael Garcia, Pastor

Administrator of Religious Education, Marty Navarro

MASS SCHEDULE

Saturday

4:30 P.M.

Sunday

7:30AM 9:00AM 11:00AM

1:00PM (\$panish)

CONFESSION SCHEDULE

Saturday 3:00 – 3:30 P.M.

Wednesday 6:00PM

RELIGIOUS EDUCATION CLASS SCHEDULE

10:00AM- 10:50 AM

ST. COLEMAN CHURCH
OFFICE OF RELIGIOUS EDUCATION
1285 SOUTHEAST 22ND AVENUE
POMPANO BEACH, FLORIDA 33062

Dear Parents/Guardians,

Welcome to Saint Coleman's Religious Education Program.

Thank you for choosing our program for your child's religious education

Parents lay the groundwork for a child's faith formation by modeling Christian life, sharing their personal beliefs, involving their children in religious practices, and fostering an environment of love, respect, and prayer within the home, according to the Catechism of the Catholic Church.

Although the parent holds the primary role, we the church and our catechists recognizes the importance of the parish community as a vital partner in catechesis, providing formal religious education sacramental preparation and a supportive community for all the faithful.

We look forward to this challenge! We will keep your children and your family in our prayers this year!

Blessings,
Martha (Marty) Navarro
Administrator

PARENTS' COOPERATION

"The parents are the first teachers of their children in the ways of faith. They are also the best teachers."
(Rite of Baptism)



Parents, Church and School should cooperate in spiritual matters. Therefore, it is vital that parents set an example of sincere Christian living by creating a religious atmosphere in the home, by family prayer, frequent reception of the Sacraments (Reconciliation and Eucharist) and regular participation at Sunday Mass.

Parents are requested to be sure their child/children are prepared for Religious Education including ensuring homework is completed and all appropriate supplies are brought to each class.

Classes for 1st Grade through 8th are held from 10:00 am to 10:50 am following the 9:00 a.m. Sunday Mass.

EXPECTATIONS

It is expected that each family become actively involved in St. Coleman Religious Education Program and Parish in order to model a living, conscious and active Christian 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.

LITURGY

Parents and children are expected to attend Mass on Sundays and Holy Days of Obligation throughout the year.



The Sacrament of Reconciliation is available on Saturdays. The hours are listed in the confession schedule at the beginning of this handbook as well as on the cover of the Church bulletin.

REMEMBER, attending Sunday Morning Religious Education class DOES NOT TAKE THE PLACE of attending Mass each week.

Archdiocesan Policy

In the case of a baptized Catholic child, either parent or a legal guardian may enroll their child as a faith formation student at a parish or religious education program.

In the case of a child who is not baptized as a Catholic, the person who enrolls the child as a faith formation student at the Parish must provide either (1) written consent of the other, non-enrolling parent or legal guardian; or (2) appropriate legal documentation at the time of enrollment of his/her sole authority to enroll the child, such as a court order.

DISCIPLINE AND SAFE ENVIRONMENT

Recognizing that each individual is created by God, the Archdiocese of Miami does not tolerate abuse or neglect of anyone. The Archdiocese of Miami in ongoing efforts to provide safe environment to our children, requires all employees and those volunteers working with children be fingerprinted, complete Virtus training, and sign a Pledge to Promote Safe Environment. Additionally, children in our SMRE are to receive two lessons a year in the Virtus Teaching Safety Program. This is an audited program that is administered with assigned age-appropriate lesson plans.

CONFIDENTIALITY

Catechists will keep confidential information entrusted to them as long as no one's life, health or safety is at stake. In these cases, parents will be promptly notified of catechist concerns.

PARENTAL COMMUNICATION WITH THE RELIGIOUS EDUCATION PROGRAM

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 of Religious Education. If the parent continues to be dissatisfied, the parent should contact the pastor. Only after such attempts have failed should the Department of Religious Education of The Archdiocese of Miami be contacted.

Any information (forms, notices, homework assignments, etc.) will be distributed and sent home with the student or by email. Please remember to ask your child for these papers each week after class.



Parents/Guardians

1. Ensure that their children attend classes regularly and on time.
2. Communicate any special needs or circumstances that may affect their child within the classroom.
3. Be an active part of their children's learning and be involved in the classroom at the catechist's request (e.g., help with special and/or service projects).
4. Attend parent meetings and all meetings related to sacramental preparation, including Sacrament of Reconciliation, First Eucharist, and Confirmation.

Students

1. Behave in a Christian manner at all times, showing respect and being cooperative with adults and other students.
2. Actively participate in classroom activities and discussions.
3. Attend class regularly and complete any assignments or homework in a timely manner.
4. Dress appropriately as indicated in the handbook.

STUDENT ATTIRE

Parents are requested to see that their child is dressed appropriately for class. No lewd or derogatory slogans/pictures are permitted. No midriffs, halters or short shorts are allowed.

EARLY DISMISSAL

A child must never be released early without the knowledge of the parent/guardian; The CRE will release the child only to the person who has placed the child in the religious education program. Parents /guardian must report to the CRE Faculty Room (Parish Hall) and obtain a permission slip for the teacher to release the child to the parent/guardian.

ATTENDANCE AND TARDINESS

In order that Religious Education is beneficial, we ask that students attend class regularly. Any student with three absences without a parent note or telephone call to the catechist or DRE, will be required to see the CRE for an evaluation.

ABSENCES

To ensure that the student's faith formation is being developed it is very important for the student to attend class on a regular basis.

Two absences in each semester are allowed during the RE year. Every effort has been made to review all school calendars and not to schedule religious education classes when long weekends are scheduled on the regular school calendar. There may be a few exceptions. We are required by the Archdiocese of Miami, to schedule a minimum of 22 classes.

If a student misses a class it is the responsibility of the parent/guardian to pick up any missed assignments from the teacher so the student is prepared for the next class.

HOMEWORK

Homework is given to reinforce the learning experience that has taken place in the classroom. Students may be asked to study or write assignments. Both are equally important. Homework is a valuable practice in helping the student to develop a sense of responsibility. Parents are to cooperate with teachers in supervising home assignments. Primarily, this means seeing that the student studies at a suitable place and time and completes assignments.

PARENT/TEACHER CONFERENCES

A teacher may request a conference with a child's parent/guardian. Should this be necessary, a time suitable for the parent/guardian, teacher and CRE will be arranged. We urge all parents/guardians to consult with their child's teacher regarding the progress of their child.



BEHAVIOR POLICY

Students must learn and understand the need for order, discipline and obedience of rules in our shared world.

They must be responsible for their actions, behavior and the consequences that may occur as a result of their actions.

Students are to show respect to ALL adults and students.

DISCIPLINE AND PROBLEM SOLUTIONS

All students are expected to share in the faith-learning experiences of the parish program. If a child's behavior disrupts the learning process, the following steps will be followed to ensure that class participation may continue:

1. At the first incident the child will be reminded of expected behavior and the consequences of misbehavior.
2. After the second incident the child will be sent to the office with discussion with the CRE about appropriate behavior.
3. After returning to class, if inappropriate behavior continues, the child's parent/guardian will be contacted.

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.



ARRIVAL AND DISMISSAL



Parents are urged to have their children to class on time and pick them up on time as well. For dismissal, all teachers will be with their children until they are picked up. Please enter at the 22nd Ave. entrance.

Make a right and head east to the entrance of Parish Hall.

SPECIAL MEETINGS

When special meetings for parents of students preparing for their First Holy Communion, Penance, or Confirmation, Parent/Teacher Conferences, etc. are planned, all parents concerned are expected to attend.

The decision you as parents have made in choosing religious education for your child will, in fact, yield results only if you, as their role model, live a Christian life and expect the same of your child.

CLASSROOM VISITS

In consideration for the teacher and the students, neither the teacher nor the class will be interrupted during class hours. Visitors will be permitted by permission of the CRE. Parents may contact the teacher or the CRE to request an appointment whenever necessary.

EMERGENCY INFORMATION

A student's change of address and/or telephone number should be reported promptly to the CRE. This information is vital to the student in case of emergency. Therefore, it is imperative that all information be current.

PARENTAL COMMUNICATION WITH THE RELIGIOUS EDUCATION PROGRAM

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 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 Department of Religious Education of The Archdiocese of Miami be contacted.

HARRASSMENT

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, St. Coleman Parish will not tolerate harassment of employees, 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 sex, 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.

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.

STUDENT WITHDRAWAL

The education of a student is a partnership between the parents and the religious education program. The Church considers the parents to be the primary catechists of their children. 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.

SUBSTANCE ABUSE POLICY

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 the religious education program, even for a first offense.

Any student selling drugs on religious education program property or at religious education program functions will be immediately

expelled. All Archdiocesan religious education programs are committed to a drug-free environment.

WEAPONS POLICY

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

RELIGIOUS EDUCATION PROGRAM RECORDS

The following records are kept in the student's file in the Office of Religious Education: sacramental records, health records and an emergency information sheet. Upon request, the Director of Religious Education will forward a letter and copies of requested documents to a new religious education program.

SEARCH AND SEIZURE

Search and Seizure are strongly discouraged in parish religious education programs. In case of reasonable suspicion of dangerous materials, report this to the legal authorities, inform pastor and archdiocesan Office of Catechesis.

REPORTING PHYSICAL/SEXUAL ABUSE

A Catechist and/or Catechetical Leader who has been notified, or know, or have reasonable cause to suspect, that a child or vulnerable adult has been a victim of sexual abuse, shall immediately make any report required by law directly to the Department of Children and Families (DCF). The parish pastor, archdiocesan Office of Catechesis and the archdiocesan Office of Safe Environment should be also notified. 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 Catechetical Leader who fails to fulfill this

responsibility can be charged with sexual or physical abuse because the silence contributes to the crime.

EMERGENCY INFORMATION



The policy of the religious education program with regard to religious education program closings in cases of emergencies is to follow the decisions of the Public Schools in the county in which the religious education program is located. Parents should listen to broadcasts and keep their children home on days when the local public schools are closed.

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.

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 CRE in writing prior to the beginning of classes.

MEDICATION PROCEDURES

The administration 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 .



GRADE LEVEL PRAYERS

Grade 1

Learn these prayers

Sign of the Cross

Our Father

Hail Mary

Guardian Angel Prayer

Glory be to the Father

Prayers Before and After Meals

Grade 2

Know all of the above and add

Act of Contrition

How to go to Confession (Format)

Simple Mass Responses

Mass

Eucharist

The Rosary

Morning and Evening Prayers

Grade 3

Know all of the above and add

Apostles' Creed

Stations of the Cross

The Rosary

Litanies

The Mass

Grade 4

Know all of the above and add

The Ten Commandments

The Two Great Commandments

The Beatitudes

Corporal and Spiritual Works of Mercy



Grade 5 **Know all of the above and add**

The Holy Days of Obligation
The Seven Sacraments
The Four Marks of the Church

Grade 6 **Know all of the above and add**

Mass Responses
Basic Understanding of the Old and New Testament

Grade 7 **Know all of the above and add**

The Parts of the Mass
The Doctrine of the Incarnation
Jesus – New Testament and Parables

Grade 8 **Know all of the above and add**

Confirmation
Gifts and Fruits of the Spirit
Rite of Confirmation

*Each grade level will introduce, develop
and master Faith Concepts as a part of
the Religion Curriculum.*



Dear Parents,

You are receiving your copy of the Rules and Regulations Handbook for St. Coleman's Sunday Morning Religious Education Program.

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

Please sign and return the slip below which indicates that you have read and accepted the rules and regulations.

Sincerely,
Marty Navarro

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.

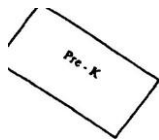
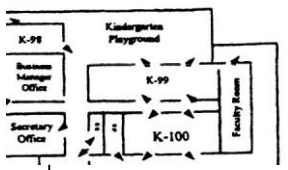
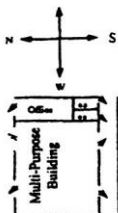
I Have read and do accept the rules and regulations as printed in the handbook.

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Student's	Name		

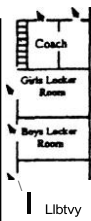
<hr/>		<hr/>	
Mother's	Guardian	Signature	Date

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Father's	Guardian	Signature	Date

DISMISSAL
AREA



Playground
Area



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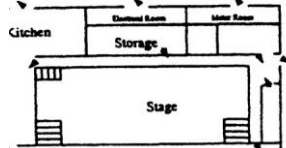
GB

1-101

1-102

1-101

Malo
Office



Parish
Hall



G.B.

B.B.

1-11,

6-114

6-111

Dismissal Area

PAIKING LOT

St. Coleman Religious Education Mission Statement

Religious Formation is the core of St. Coleman's Religious Education Program's educational mission. This formation is accomplished through the building of a community of faith within the parish community. The Pastor, Coordinator of Religious Education, teachers, volunteers, and parents work together for the faith formation of each child. St. Coleman's religious education program respects the individual child, providing personal support, a sense of belonging and instruction to each child in age-appropriate understanding of the Catholic Faith.

REGISTRATIONS

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, sex 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.

In matters regarding admission to the program or the reception of a sacrament, the Pastor is responsible for a decision.

ADMINISTRATION

The Pastor is responsible for the Religious Education Program at St. Coleman Parish. It is the Pastor who appoints the Director of the program. The Coordinator of Religious Education may be contacted via telephone at (954) 942-3533.