
Parish Religious Education Program

Parent Handbook

Holy Rosary Roman Catholic Church

Religious Education Program

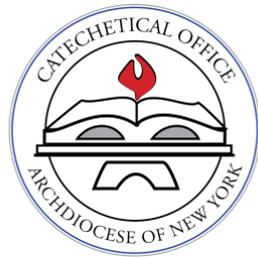
180 Bradhurst Avenue
Hawthorne, NY 10532
914-769-0030 ext. 123
hrreligioused@live.com

Pastor: Msgr. Edward Barry

Coordinator of Religious Education: Aura Zelaya

Assistant Coordinator of Religious Education: Anna Grbac

This handbook has been adapted from the “*Template for Parent Handbook for Parish Religious Education Programs*” provided by the *Catechetical Office of the Archdiocese of New York*.



Handing On the Faith with Excellence

WWW.NYFAITHFORMATION.ORG

*A ministry funded by
The Cardinal's Annual Stewardship Appeal*

2017 Revision of Parent Handbook

Project Directors

Sr. Joan Curtin, CND
Director: Archdiocesan Catechetical Office

Sr. Teresita Morse, RJM
Director of Content and Production

Mr. Joseph Salerno
Assistant Editor

Consultants for Content

Staff of Catechetical Office

Sr. Zelide Ceccagno, MSCS
Sr. Jeannette Chisibanji, SSC
Mr. James Connell, *Web Master*
Mr. Oscar Cruz
Sr. Nancy Elizabeth Doran, SSC

Mrs. Linda Fitzsimmons
Mrs. Margaret Hoblin

Ms. Maureen McKew, *Copy Editor*
Sr. Mary Crucifix Pandullo, CSJB

Sr. Kevin John Shields, OP

Directors/Coordinators of Religious Education

Ms. Janis Batewell
Mrs. Laura Esposito
Ms. Marie Ferro
Sr. Adelina Garcia, PCI
Mrs. Antoinette Gilligan

Mrs. Elizabeth Kogler
Mrs. Michelle Metelski

Sr. Rose O'Rourke, OP
Mrs. Louise Pisano

Ms. Tina Silvestro

Archdiocesan Office for Legal Affairs

Department of Youth Faith Formation: Ms. Ela Milewska, Director

Table of Contents

Purpose and Overview of Parish Religious Education Program	1
Archdiocesan Curriculum Guidelines	2
Family Catechesis	2
Religious Education for Children with Disabilities	2
Preparation for the Reception of the Sacraments	3
Responsibilities of Parents in regard to the Religious Education Program	4
Responsibilities of the Child Enrolled in the Parish Religious Education Program	4
Registration and Placement	5
Registration Procedure	5
Child's Placement in the Program Sessions	6
Repetition of Grade Level	6
Transfer to Another Program	6
Arrival and Dismissal Procedure	7
Arrival	7
Dismissal	7
Absences	9
Notification Procedure for Absence	9
Dismissal of an Individual before the End of the Day's Session	9
Communication with Parents	10
Emergency Cancellations of Program	10
Postponements and Rescheduled Events	10
Written Communications to Parents	10
Parent Communication with Program	10
Rights of Non-Custodial Parent	10
Individual Meetings with Catechists	11
Use of Social Networking Sites by Religious Education Program	11
Cell Phones	11
Home Actions Essential to Religious Education Program	12
At-Home Activities	12
Prayer at Home with the Child	12
Mass Attendance and the Sacramental Life	12

(continued next page)

Table of Contents continued

Components of Religious Education Program	13
Assessment	13
Progress Reports	13
Permanent Record	13
Dress Code	14
Food	14
Healthy Snacks	14
Parties and Celebrations	14
Behavior Management	15
Bullying and Cyber-Bullying	15
Vandalism	15
Unacceptable Behavior	16
Medication and Medical Emergency	17
Medication	17
Medical Condition of Child	17
Medical Emergency Information	17
Safe Environment	18
Archdiocesan Children Protection Policy	18
Safe Environment Training and Possibility for Parent Opt-Out	18
Visits to Religious Education Program by Unauthorized Persons	18

The Religious Education Program: an Eight-Year Sequential Program

The essential Religious Education Program is an eight-year sequence of formation beginning with grade level 1 and continuing through grade level 8. All Catholic children of the parish who are not attending Catholic schools are expected to follow this 8-year program.

The Religious Education Program consists in a minimum of 30 sessions, 90 minutes long, held between September and June plus 5 hours of family catechesis.

The Archdiocesan Curriculum Guidelines

The *Archdiocesan Guidelines for Catechesis for Grades 1 through 6 and Grades 7 and 8* ensure a uniform presentation of the faith for each grade level and outline the content of the catechesis each child is taught at every grade level. These Guidelines are to be found on the Catechetical Office website: NYFaithformation.org. (Click on *Resources* and then select *Catechetical Office Resources*.)

Family Catechesis

Each family in the Religious Education Program participates in family catechesis, offered two (2) times a year. The Cardinal has directed all Religious Education Programs of the Archdiocese to offer this opportunity to its families in order to better assist and work with parents in forming their children in the Catholic faith.

At Holy Rosary Church, we call our family catechesis Mealttime Matters. For your convenience, the two (2) sessions will occur on a Sunday after the 11:30 a.m. Mass, beginning with lunch, followed by an interesting family topic and project.

Religious Education for Children with Disabilities

Because of a disability, a child may require an individualized tutorial of instruction. In consultation with the parent, the Director and Catechist will design a modified approach to Religious Education that addresses the child's needs.

Preparation for the Reception of the Sacraments

Preparation for the reception of the Sacraments (i.e. first reception of the Eucharist and of Penance (Reconciliation) and Confirmation) is an integral part of the 8-year parish Religious Education Program. Each year, the child is taught in age-appropriate ways more about the meaning and importance of the sacraments for his/her life.

In order to receive the Sacrament of Penance and First Communion, the child must have completed the first year of Religious Education and be currently enrolled in the second year.

Confirmation is received after the completion of the eighth year curriculum when the child has fulfilled all grade level requirements.

For each Sacrament, the parish program provides an immediate preparation which has a strong family/parent dimension and which helps the child prepare spiritually to receive the Sacrament. This immediate preparation is required to receive the Sacrament and it is done in sessions separate from, and in addition to, the regular Religious Education Program.

The immediate preparation program for each Sacrament consists in:

- at least 2 parent sessions particular to the Sacrament being received,
- a Day of Prayer for child and parent centered on the Sacrament being received (see calendar).

The required parent meetings are listed in the Religious Education program calendar.

In addition, rehearsals for the reception of the Sacrament will be scheduled

Preparation for Sacraments for Children Who Have Disabilities

The parish will work with parents of disabled children in preparation for the Sacrament. The parent should call the Religious Education office for more information and to register.

Responsibilities of Parents in regard to the Religious Education Program

Parents have the primary and sacred responsibility to form their children in the Catholic faith and they do so in the following ways:

- teaching their child to live a moral life according to the values and teachings of Jesus Christ and the teachings, laws and norms of the Catholic Church, realizing that the primary way parents teach this is by living it themselves;
- attending Mass each Sunday with their child, thus instilling in them the conviction that weekly Mass attendance is essential to being a Catholic;
- participating fully with their child in the parent preparation for the first reception of Penance, for First Communion, and for Confirmation.
- ensuring that their child receives the Sacrament of Penance at least once a year;
- preparing their child for participation in Religious Education by fostering an openness and positive attitude toward the religious education which the child will be receiving;
- fulfilling the requirements outlined in the Parent Handbook;
- ensuring that their child arrives on time for the Religious Education session each week;
- participating in their child's faith formation by making use of the parent/family materials and the *Archdiocesan Guidelines for Catechesis*;
- praying at home with the child, including the prayers to be memorized;
- assisting their child with assigned at-home activities as needed.
- Attending the Mealtime Matters family catechesis given by the Religious Education Program two (2) times a year.

Responsibilities of the Child enrolled in the Parish Religious Education Program

The obligations of children enrolled in the Program are:

- living a moral life that reflects the values and teachings of Jesus Christ;
- participating in the Parish Mass each Sunday;
- receiving the Sacrament of Penance at least once a year;
- following the teachings, laws, and norms of the Catholic Church;
- attending the weekly Religious Education Sessions;
- arriving on time each week for the Religious Education Session;
- being well-prepared for each Religious Education session by having all assigned home projects completed satisfactorily;
- memorizing all required prayers;
- participating in class discussions and activities;
- being attentive and respectful during sessions;
- performing satisfactorily on assessments of the material taught in the sessions;
- fulfilling all requirements of the Religious Education Program including appropriate dress.

Registration and Placement

The Parish Religious Education program offers religious education to all Catholic children who do not receive it in parochial school and whose families are enrolled in the parish as parishioners. When space allows, the Director may also try to accommodate in the program children whose families are registered in another parish, with the permission of both Pastors.

There is no discrimination on the basis of race, gender, national origin, disability conditions or family background.

Registration Procedure

Every parent must register their child for the Religious Education program every year. The registration procedure is as follows:

- Register the child for Religious Education Program within time period specified by the parish.
- Complete *Child Information Record* and medical forms as needed and submit them to Director of Religious Education
- If the child is new to the parish, present the Baptismal Certificate; the Director will make a copy to be kept with the child's *Information Record* and return original to the parent.
- Speak with the Director about any special needs the child has which could affect the child's learning and well-being in the Religious Education sessions (e.g. attention deficit disorder, learning disabilities, allergies, etc.)
- Arrange with the Director of Religious Education the payment of the registration fee according to the parish registration fee chart and schedule and the needs of the family. Refunds will be made only in the event family moves by start of Religious Education Program.

No child will be refused participation in the Religious Education program because of inability to pay the registration fee. Parents for whom the fee would cause a severe financial burden should contact the Director to discuss a reduction or a waiver. If a family cannot pay the fee in full at registration, a payment plan may be drawn up by the Director and the parent to be submitted to the Pastor.

A child's textbook is included in the registration fee. If lost or misplaced, a fee of \$ 25 will be charged for a new book.

Child's Placement in Religious Education Sessions

The final decision for each child's placement in the Religious Education Program sessions is made by the Director of Religious Education.

For any child who has physical, mental or emotional disabilities, the Director in consultation with the parent will examine the feasibility of a program of religious education to effectively address these needs.

Any child who leaves the Religious Education Program (e.g. after receiving First Communion) and subsequently returns, will upon re-entering the program, be required to complete the curriculum of the grade levels missed using an assessment based on the *Archdiocese Curriculum Guidelines*.

For a child who is in third grade or older and has not had formal religious education, the Director will determine the most appropriate and effective way for the child to be taught the content of the faith, using the *Archdiocesan Curriculum Guidelines* as the norm.

Repetition of Grade Level

Repetition of Grade Level means that the child must repeat the grade level or the year's curriculum. Great care should be taken in the home as well as in the program to help the child realize that repetition of the year's curriculum is not a punishment but rather a means to help the child be as successful as possible.

The reasons for repetition of grade level are as follows:

1. Excessive absence: after 3 absences the parent will receive an official notification of the child's absences and a request for a parent conference. If the absences continue beyond 5, this is grounds for retention.
2. Poor performance: if the child does poorly when assessed on the content of the textbook and the *Archdiocesan Guidelines for Catechesis*, remedial work will be required and organized by the Director. If the remedial work is not sufficient to enable the child to grasp the content, repetition of the grade level may be the best solution.
3. Excessive lateness: after 3 occurrences of late arrival, the parent will receive an official notification and a request for a parent conference. If the late arrivals continue beyond 6 occurrences, this is grounds for repetition of grade level.

Exceptions may be made in cases of circumstances beyond one's control (e.g. family, medical, or health issues) whereby Catechist, in consultation with the Director and parent or guardian, may work with the student on modifications to allow for timely completion of instruction and missed work.

In making the decision regarding a child's repetition of a grade level, the Director consults with the parent and the Catechist. The final decision is always made by the Pastor in consultation with the Director.

Transfer to Another Program

When a parent must withdraw a child from the program, the parent should immediately inform the Director. The Director will send a copy of the child's permanent record to the Religious Education Program to which the child is transferring.

Arrival and Dismissal Procedure *[Pilot 2018-2019]*

Parents assume full responsibility for the transportation of their children to and from the parish site where Religious Education sessions take place.

ARRIVAL

Grades 1, 2, 3

- Parent or caregiver must park in designated area in back lot. *[See map on next page.]*
- Child/ren must be escorted into the building and to the child's classroom door by a parent or caregiver.
- Do not leave child/ren until the Catechist acknowledges the child.
- Families with multiple children can escort all children together upon arrival.

Grades 4, 5, 6, 7, 8

- Child/ren are allowed to be dropped off in the designated area and walk into the building on his/her own. *[See map on next page.]*
- Upon entering the building, students must immediately report to his/her classroom.

Wednesday Session I begins at 4:30 p.m. (Doors open at 4:25 p.m.)

Wednesday Session II begins at 6:45 p.m. (Doors open at 6:40 p.m.)

Thursday Session begins at 4:30 p.m. (Doors open 4:25 p.m.)

DISMISSAL

Dismissal will be done on a staggered schedule. **To assist with safe and effective dismissal, please arrive on time.** At the end of the Religious Education session, children are dismissed to the care of the parent or parent substitute according to the following routine:

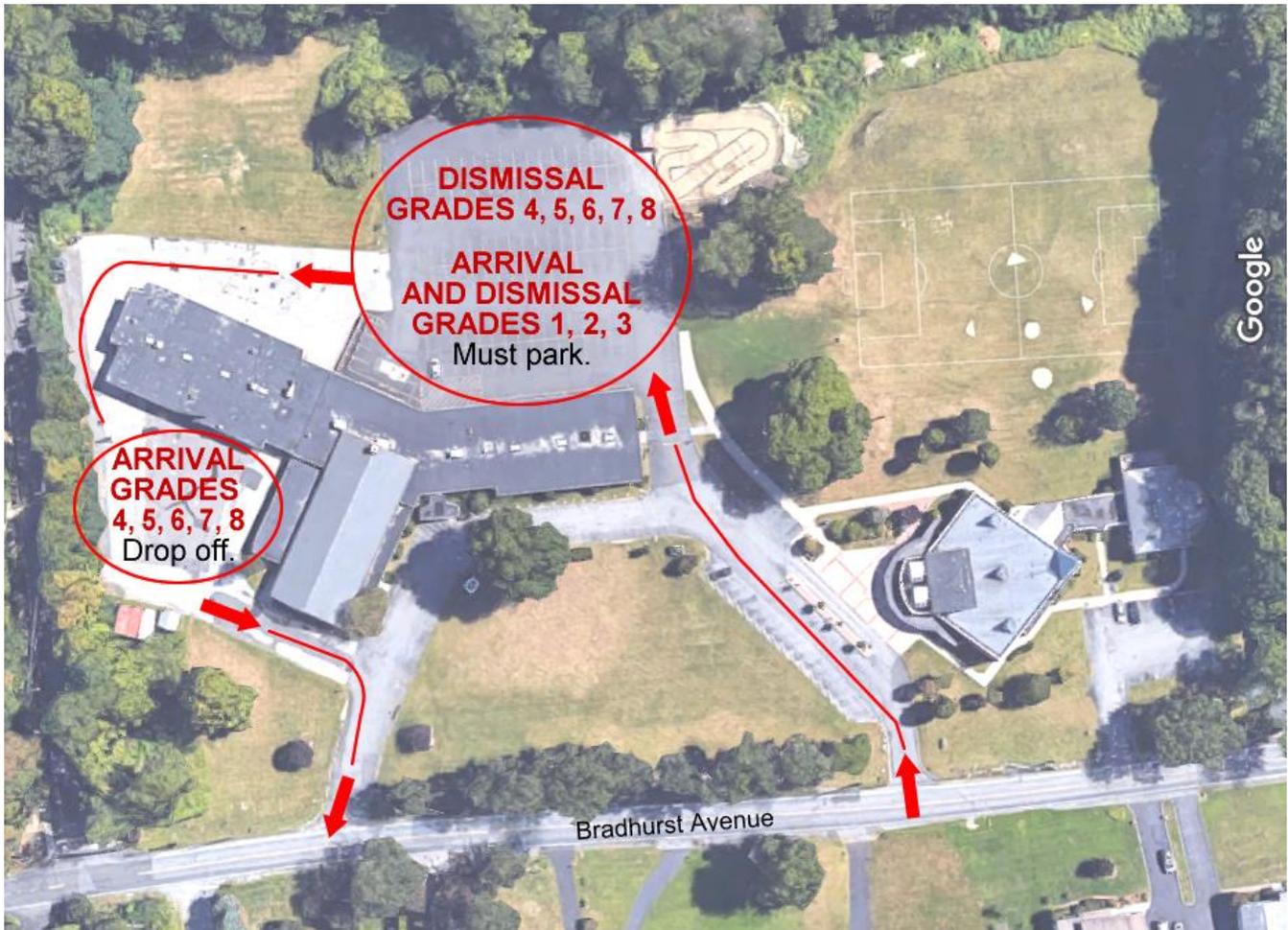
Grades 1, 2, 3

- Parent or caregiver must park in designated area in back lot and pick up child/ren directly from the classroom where the children are waiting under the care of the Catechist. *[See map on next page.]*
- Wednesday Session I: dismissal at 5:45 p.m.
- Wednesday Session II: dismissal at 6:00 p.m.
- Thursday Session: dismissal at 5:45 p.m.
- Families with additional children in grades 4-8 must exit the building and follow dismissal procedure below for grades 4-8.

Grade 4, 5, 6, 7, 8 (times revised effective 11-01-2018)

- Dismissed from classroom and escorted to dismissal area in back of the building where child/ren will await release by Catechist or assistant to vehicle of parent or parent substitute. *[See map on next page.]*
- Wednesday Session I: dismissal at **5:55 p.m.**
- Wednesday Session II: dismissal at 8:15 p.m.
- Thursday Session: dismissal at **5:55 p.m.**

- Unscheduled early dismissals should never occur.
- If someone other than the parent or parent-substitute is to pick up the child on a given day, this change must be given in writing to the Director prior to the session in question. The Director will notify the Catechist of the change. **The Catechist will not dismiss a child to an unauthorized person even if it is the non-custodial parent.**
- A child will not be released to someone who appears to be under the influence of alcohol or drugs.
- Staff of the Religious Education Program may not drive children home without written permission from parent or guardian.
- The Catechist will bring to the Director any child whose parent/parent substitute has not arrived within the agreed upon time for pick up.
- If an individual child needs to be dismissed early, the child is always brought to the Director who will handle the dismissal.



Absences

The child's regular attendance at the Religious Education sessions is very important to his/her whole life. These 30 sessions should take priority over all other after-school or weekend programs and activities.

- Three absences will necessitate a conference between the Director and the parent.
- Four absences will result in the child having to make up the work. The number of make-up sessions will be determined by the Director and will be based on the number necessary for the child to be adequately taught the content of the textbook and the *Archdiocesan Guidelines* for his/her grade level.
- Five absences may result in special arrangements to make up the work.
- In the case of a long-term illness confirmed by a doctor's report, the Director and parent should make arrangements for religious education at home

Notification Procedure for Absence

When a child is to be absent from a program session, the parent must give the Director notification before the Religious Education Program begins. This should be done preferably in writing but a phone call or e-mail is acceptable.

If the parent has been unable to send a written communication before the absence, it must be given to the Religious Education Office no later than the following week. It must specify the date and reason for the absence and be signed by the parent.

If the child is absent and the Director has not received previous notification, the Director may alert the parent by a telephone call as soon as attendance is taken. If the parent cannot be reached by phone, an e-mail and/or text message will be sent. If the parent does not respond immediately, the Director may call the person designated as parent substitute on the *Child Information Record* submitted at Registration.

Dismissal of an Individual before the End of the Day's Session

If your child needs to be dismissed early, the request for this early dismissal should be given to the Director in writing, the week prior, by the parent prior to the scheduled session. This request should include:

- the name of the person picking up the child,
- the designated date and time,
- the reason,
- the signature of the parent.

The parent must come to the Religious Education office to pick up and sign out the child. The Director or appropriate adult will go to the session and walk the child out to meet the parent. For security reasons, the parent may not go directly to the session area.

Communication with Parents

Emergency Cancellations of Program

The Religious Education Program follows the Mount Pleasant Central School District's closing for weather emergencies which are broadcast on TV Channel 12 News (<http://westchester.news12.com>), and radio station 100.7 WHUD (www.whud.com/storm-center).

In addition, the cancellation announcement will be recorded on the Religious Education office phone at 914-769-0030 ext. 123 and the Religious Education website, www.holyrosaryhawthorne.org/religious-education.

Parents should have in place an emergency plan for those times when Religious Education must be cancelled due to weather.

Postponements and Rescheduled Events

Notice will be sent to parents by e-mail.

Written Communication to Parents

All individual written communications to parents will come from the Director.

Parent Communication with Program

Any communication regarding your child's religious education should be made directly to the Director, **not** the Catechist.

Rights of Non-custodial Parent

The Director should be informed in writing by the custodial parent of the rights of the non-custodial parent to receive duplicate sets of progress reports, invitations to religious education events, notices, calendars, etc. as these pertain to the child's participation in the program. A copy of the appropriate section of the custody papers should be attached to the written statement.

Individual Meetings with Catechists

All communication between parent and Catechist regarding the faith formation or behavior of a child should be approved and arranged by the Director. Parents should not phone the Catechist.

Use of Social Networking Sites by Religious Education Program

Regarding the use of Social Networking Sites and all other electronic communication, the parish Religious Education Program follows the directives published by the Archdiocesan Safe-Environment Office (Nyfaithformation.org – Safe Environment Resources – Facebook and Child Protection). These include the following:

- There may be no private direct communication with a minor. All communications must be through parents.
- There may be no photographs or videos of minors posted without the written permission of the parent.
- There may be no photographs or videos of religious education personnel posted without the individual's written permission.
- With regard to a group photo or video, written permission must be given for every person in the photo/video.
- There may be no contact information, or other personal information, of a minor or of religious education personnel posted without the written permission of the parent or Catechist/Director.
- Members of our parish must not use social media in a way that is derogatory of any other member of our parish, or used to bully other students.

The written permission for all the above must be given directly to the Religious Education Director.

Cell Phones

The use of cell phones and other electronic devices by the child is not permitted during the Religious Education session unless this is directed by the Catechist as part of the educational process. Cell phones brought into the place of the Religious Education session should be turned off. Children in need of contacting a parent must ask the Catechist's permission to go to the Religious Education Office to place the call.

Home Actions Essential to the Religious Education Program

At-Home Activities

At-home activities reinforce learning and provide opportunities for independent study and creative thinking. They are an effective way for the child to internalize the religious education he/she has received so that it becomes “faith formation.” The parents can help their children by arranging a quiet, comfortable place for them to complete these assignments and by encouraging and helping the child as needed.

The parent is strongly urged to participate in the online parent dimension of the child’s religious formation which is provided by the textbook company and follows the child’s lessons.

At-home activities may be assigned in some sessions. The parent is expected to ensure that the child completes each at-home assignment and brings it to the Religious Education session.

Prayer at Home with the Child

The parent is the primary educator in the faith for of the child and one of the most important ways to fulfill this responsibility is by praying with the child every day. Some important prayer practices to be done in the Catholic home are:

- grace before meals,
- prayers at the child’s bedtime,
- blessing the child in the morning before he/she leaves for school by tracing the cross on the forehead and saying with the child the prayer to his/her guardian angel,
- the family rosary prayed together regularly,
- pictures and statues of Jesus and Mary in the home,
- a family bible kept in a place of honor, with a passage or story read from it regularly,
- recitation with the child of traditional Catholic prayers,

Mass Attendance and the Sacramental Life

Children learn to live as Catholics above all by experiencing their parents living as Catholics. Regular weekly attendance at Sunday Mass is essential to being a practicing Catholic. Therefore, doing this together as a family is one of the most powerful ways in which the parent can form the child in the faith. Catholic living also includes regular reception of the Sacrament of Penance and the parent should insure that the child does so from an early age. Please attend our monthly 9:30 a.m. Family Mass whenever possible.

The Religious Education Program explains to the children the meaning of the Catholic life of faith that they are living at home and experiencing in the parish community.

Components of the Religious Education Program

Assessment

Assessment of the faith formation taking place in the child is done in order to facilitate further growth. However, it is important to be aware that the child's faith, love for the Lord, moral living and commitment to the Church are not being assessed. **What is being assessed is the child's grasp of the knowledge that has been taught in the Religious Education Program.**

Each child is expected to master the contents of the textbook and the *Archdiocesan Guidelines for Catechesis* at the grade level in which he/she is enrolled. The Catechist will give the children regular assessments based on the textbook lessons and on the *Archdiocesan Curriculum Guidelines*. The results of the assessments will be given to the parent.

If the individual child needs additional help in learning and better understanding the concepts assessed, the Catechist will alert the Director who will then consult with the parents and the Catechist before deciding how this should be provided.

Progress Reports

Progress reports reflect the child's performance in the religious education setting, that is:

- attendance at sessions,
- participation in the sessions,
- behavior and attitude during the sessions,
- quality of at-home assignments,
- memorization,
- grasp of the content taught.

Catechists prepare a progress report for each child twice yearly, in January and in May.

Notice with details will be sent to parents and guardians via email prior to each progress report distribution.

Permanent Record

A *Permanent Record* is kept in the Religious Education file for each child. It records the child's successful completion of each grade level. If a child must transfer to another Religious Education program, a copy of this *Permanent Record* is sent to the Director of the new Program.

Dress Code

Children are expected to wear modest clothing which reflects the dignity of the Religious Education Program in which they are participating. The exercise of good taste and proper, reasonable judgment on the part of the parent in overseeing the child's choice of clothing, in itself, provides effective formation for the child.

Not to be worn: tank tops, halter tops, volleyball shorts, short skirts or shorts, bare midriffs, blouses with spaghetti straps, pajama-like pants (flannels), clothing that is torn, worn below the waist, clothing that bears obscene or inappropriate messages, high heeled shoes, shoes with cleats, flip-flops. Footwear should be securely fastened for safety reasons.

With the approval of the Pastor, the Director has the final authority to determine the appropriateness or inappropriateness of the clothing worn. If a child violates the policy, the Catechist immediately sends the child out of the session to the Director. The Director will call the parents. The parents must bring alternative clothes for the child to change into so that he/she may return to the Religious Education session.

Food

Healthy Snacks

Schedules are busy, timing can be tight, and children get hungry. In order to maximize teaching time while also being attentive to children's needs, snacks will be permitted in the classroom provided the following guidelines are adhered to:

- Snack time limited to a 5-10 minute working snack for all grades
- Healthy
- Must be NUT-FREE
- Manageable portions, easily handled, not distracting or noisy
- Only water permitted as beverage

Examples of appropriate snacks:

- Cut fruit or vegetables
- Grapes
- Cheese and crackers
- Raisins
- Granola Bar
- Crackers or Pretzels

Parties and Celebrations

Parties and celebrations may be held during the Religious Education sessions **with prior approval from the Coordinator of Religious Education.**

Behavior Management

Catechists use behavior management (or “discipline”) appropriate to an educational environment as a necessary means for the Religious Education Program to accomplish its goals. The purpose of behavior management is to help the children develop self-control, self-respect, respect for others, and reverence for the Word of God which is being explained to them in these sessions.

Infractions of rules of conduct will result in a call by the Director to the child’s parent in which the Director will describe the situation and work out a solution with the parent. If the infractions continue, the Director will organize a conference with the parent, the Catechist, the Director and the Pastor.

The Religious Education Program reserves to the Director, under the authority of the Pastor, the right to remove a child from the group session, either temporarily or permanently:

- if the child’s behavior is seriously inhibiting the learning of others in the group;
- if the child’s behavior is seriously inhibiting the safety or well-being of others in the group;
- if temporary removal is used as a disciplinary measure for serious and persistent disruptive behavior.

Bullying and Cyber-bullying

Bullying includes but is not limited to: threatening physical harm, verbal abuse, intimidation, cyber-bullying. The Archdiocesan policy against bullying is followed. This policy states:

A safe and civil environment is necessary for children to learn and achieve Christian value. Harassment, intimidation, bullying, cyber-bullying (using technology to bully such as but not limited to: posting an inappropriate picture of a child on the Internet) and other violent behaviors will not be tolerated in a Religious Education Program environment. Any child who engages in this behavior may be asked to leave the religious education environment if this is seen to be in the best interest of the rest of the religious education community.

Vandalism

Vandalism, i.e. willfully damaging or destroying property, will not be tolerated. Vandalism must be paid for by the parent of the child who did it.

Accidental damage should be immediately reported to the Director.

Unacceptable Behavior

The following types of behavior are not allowed during the Religious Education Program.

Infractions which call for discipline by the Catechist are:

- acting in a disrespectful manner toward the Catechist, other adults or children in the program,
- speaking and interacting with other children inappropriately during the session,
- leaving a session without permission,
- using a cell phone during the session when not authorized by the Catechist,
- doing something other than the work of the session,
- violating the dress code,
- eating in the Religious Education session.

Persistence in any of these behaviors after several corrective measures have been taken will place this behavior in the category below.

Infractions which call for immediate action by the Director and Pastor are:

- possession of and /or trafficking in alcohol or other drugs,
- leaving the Religious Education premises when child is supposed to be attending the session,
- willful defiance of authority,
- possession of weapons, such as knives, guns, or look-alikes,
- physical assault/fighting, threatening bodily harm
- harassment and intimidation of other children,
- vandalism, arson,
- theft, extortion
- cheating,
- abusive or vulgar language,
- defacing or damaging of parish property, vandalism, arson
- bullying/cyber-bullying.

Persistence in any of these behaviors after corrective measures have been taken can result in the removal of the child from the Religious Education group sessions, either temporarily or permanently, depending on the recommendation of the Director and the decision of the Pastor.

Medication and Medical Emergency

Medication

Normally, medication of any kind (whether prescription or over-the-counter) are not to be administered to, or taken by, any child during the Religious Education Program.

In the event that a child has a condition for which emergency medication may be necessary, the parent must provide a written request and directives to the Religious Education Director.

Any emergency medication/medical device to be administered during the program according to the above directives must be brought by the parent to the Religious Education Office and should be administered there.

Medical Condition of Child

The parent should inform the Director about any child who has special medication needs, a medical condition which could flare up in the session, or a medical condition which could affect the teaching/learning environment (e.g. allergies, asthma, auditory or visual impairment, possibility of seizures, learning disability, hyperactivity, attention deficit disorder, need for the epi-pen). This information is strictly confidential and will be used with the utmost discretion. The Director will ensure that the Catechist is informed.

A course of action in case of a flare-up is determined by the parent at the time of registration and put in writing.

The *Child Information Record*, completed by the parent at registration, contains the names and contact information for the people who must be contacted in case of emergency.

Medical Emergency Information

In the case of any medical emergency, 911 will immediately be called without exception.

A *Child Information Record* along with appropriate Medical Forms is filled out by the parent and kept on file in the Parish Religious Education Office. The parent must be careful to keep the information in these forms current. Any changes to the forms are made in writing and signed by the parent.

Safe Environment

Archdiocesan Children Protection Policy

The Archdiocese of New York and Holy Rosary Church are committed to ensuring the personal safety of all children in the Religious Education Program. Therefore the parish and its Religious Education Program follow all the policies, directives and requirements of the Archdiocesan Safe Environment Office. These policies and programs are to be found on the Safe Environment web page which can be accessed through the Archdiocesan web site (*Archny.org*) and the Catechetical Office web site (*nyfaithformation.org*)

Safe Environment Training and Possibility for Parent Opt-Out

Each year, the Religious Education Program provides to each child the curriculum entitled *Right, Safe and Good Relationships* following the lesson plans provided by the Archdiocesan Safe Environment Office. (See Safe Environment Web site: Children's Curriculum.) Parents have the option to exempt their child from any session of the Safe Environment Training. If the Parent chooses to do so, they must complete and sign the *Parent Opt-Out Form* which they secure from the Religious Education Office.

Visits to Religious Education Program by Unauthorized Persons

For security reasons, no unauthorized persons are allowed in the area where the Religious Education sessions are taking place. Even parents and other family members may only go to the Religious Education office or designated reception area until the program sessions are completed and the children are dismissed to the care of their parents.