

# **Saint Maurice Religious Education**



**2017-2018  
HANDBOOK**

# WELCOME

Father Ken, Father Daniel, Cheryl Kirkland and the entire faculty and staff welcome you to the St. Maurice Religious Education Program. We look forward to working with you and your children to nourish the seeds of faith which were first sown in your children at their baptism.

This handbook is given to all parents/guardians. Its purpose is to help you to understand our Religious Education Program. The policies and requirements of the Program are clear and available to all. Please keep the handbook and use it for future references throughout your children's time in our Program.

We thank you for allowing us to assist you in the faith development of your children and strongly encourage you to take an active role in our Program. As parents, you are invited to volunteer to be a teacher of religion or a substitute teacher, or you may wish to assist the catechists as the needs arise. Please contact Mrs. Cheryl Kirkland if you would like to volunteer.

May God continue to bless each of us as we come to know more about Christ and His Church.

## Religious Education Staff

Fr. Kenneth W. Marlovits, Administrator 412-271-0809  
Cheryl Kirkland, Director of Religious Education 412-351-6710  
stmauriceparish-ccd@comcast.net

## Catechists

Pre-K and K	Miss Sara Kennedy: sara.kennedy24@gmail.com
Grade 1	Mrs. Maria DeCrosta: <a href="mailto:mariadecrosta@gmail.com">mariadecrosta@gmail.com</a> 724-396-9291
Grade 2	Mrs. Michele Prior: Telephone 412-600-0379
Grade 3	Mrs. Maribeth Rolandi: 412-977-1019
Grade 4	Mrs. Lynn Rosen: lmrosen13@gmail.com
Grade 5	Dr. Kristin Harty : krhst25@gmail.com
Grade 6	Miss Carolyn Bakin - Telephone 412-271-8439
Grade 7	Mrs. Amy Scifo: <a href="mailto:amyscifo67@gmail.com">amyscifo67@gmail.com</a> 412-241-1836
Grade 8	Mr. David Kirkland and Mrs. Cheryl Kirkland Telephone 412-805-1309 or stmauriceparish-ccd@comcast.net

### Parental Involvement

Parents are invited to confer with the catechists at any time. Please call the office to make sure that the catechist is available to see you. Conferences should not take place during class time.

For the parents of students receiving sacraments, there will be meetings to discuss pertinent information.

## **Attendance and Absence**

On the occasion that your child may not be able to attend his/her religious education session, we ask that you adhere to the following protocol:

1. Please call the Rel. Ed. office at 412-351-6710 to report a child's absence. You may leave a message at any time.
2. Obtain child's make-up work. Please contact your child's teacher for the assignment (see prior page for teacher's contact information).
3. Return make-up assignments to the child's catechist.

Attendance is also **required** and expected for the Evenings of Reflection, Catholic Vision of Love (CVOL) retreats, Jesus Day and Confirmation retreats. Please see the schedule for these dates.

Students with inconsistent attendance or chronic lack of attendance will not be permitted to progress to the next level unless the student can demonstrate sufficient grade-level catechetical formation.

Necessary arrangements will be made for families who are unable to attend weekly religious education classes due to custody agreements. Please notify the Director of Religious Education if your family requires special arrangements.

## **Times**

Sunday Rel. Ed. class time is 8:30 AM-9:45 AM. Please see the back pages for our calendar.

## **Arrival**

It is important that all religious education students arrive on time for their classes. They are to be dropped off at Centurion Hall. The catechists will then take the students to their classrooms. Please make every effort to be prompt!

## **Early Dismissal**

Children will not be excused early from class unless there is serious reason. Requests for early dismissal must be presented in writing to the catechist. A child will never be released to anyone other than the parent or guardian without written authorization from the parent/guardian.

## **Custody Concerns**

If someone other than the custodial parent is to pick up your child, please send a note to the Rel. Ed. office so that we would know with whom your child is to leave.

## **Attire**

Students should dress appropriately for class and participation in worship opportunities. Hats will not be permitted in the classroom.

## **Class Cancellations**

Cancellations due to emergencies or inclement weather will be broadcast on KDKA-TV and WTAE-TV. We are listed under St. Maurice Religious Education and as Religious Education at St. Maurice Parish. We also use the app. **REMIND** on cell phones and email to notify families of cancellations, changes or reminders.

### **Special Needs**

Special needs should be brought to the attention of the Director of Religious Education. Please make us aware of any special provisions or adaptations that may help your child.

### **Evaluation Reports**

An evaluation report will be given at the end of each semester. This report shall contain comments concerning the student in the areas of attendance, progress, participation and attitude. Please review the evaluation with your child, sign and return to our office. This becomes part of your child's permanent file.

### **Behavior Problems**

Behavior problems will be dealt with in the following manner:

1. Correction of student by teacher
2. Student/DRE interview (notification to parent)
3. Teacher/parent/DRE interview
4. Interview with pastor/administrator
5. Dismissal from program

### **Mass**

Since Mass and class attendance are equally important, we encourage families to attend Mass weekly. This fosters a greater sense of Christian community and involvement.

As a community, we will have one or two Religious Education Masses each year in which your child can volunteer to take an active role.

## **Substance Abuse**

An illegal substance is any alcoholic beverage or controlled mood-altering medication or chemical.

Any occasion of abuse or possession of such substance on St. Maurice Parish premises or at an off-site event sponsored by St. Maurice Parish will be referred to the Director of Religious Education. Students will be removed from the class or event, and the parent/guardian and pastor will be notified. The student will be suspended from the Religious Education Program until corrective measures and counseling/treatment are completed. A conference between student, parent/guardian, pastor and Director of Religious Education will be held prior to return.

## **Weapons**

Any person carrying a weapon onto parish property or an off-site event sponsored by St. Maurice Parish poses a clear and present danger to other students and staff. For the purpose of this policy, a weapon is defined to be a gun, knife, or any other article which could be used to cause injury.

Any student found with an offensive weapon will be dealt with as follows: confiscate the weapon, contact parent and pastor, notify the police and suspend child from the Religious Education Program. Such suspension may result in expulsion from the Program, pending an investigation and the cooperation of parent/guardian.

## **Sacramental Programs**

### ***First Reconciliation and First Eucharist***

Children must have completed **two full years** of religious instruction before being permitted to attend the First Reconciliation and First Eucharist programs.

Children must continue their formal religious instruction each year after the reception of First Eucharist. Missing one or more grade levels is a serious deterrent to the spiritual growth and sacramental preparation for Confirmation.

### ***Confirmation***

Students must attend **three consecutive years** of Religious Education prior to Confirmation. This is the minimum. If students are not adequately prepared because they have not attended classes in previous years, they may have to wait until a future date.

### **Evenings of Reflection**

Because the sacramental life of the students is of great concern to us, review and celebration of the Sacrament of Reconciliation and other sacramental celebrations have been built into the program. Students are expected to attend these evenings as part of their religious education classes.

We will have two Evenings of Reflection—one during Advent and one during Lent. Parents and families are welcome to attend these evenings also.



