

**RELIGIOUS EDUCATION  
POLICY AND PROCEDURES  
UPDATED SEPTEMBER 2011**

**ST. MARIA GORETTI PARISH  
112 CHESTNUT STREET  
LYNNFIELD, MA 01940**

**781.334.6443 ~ [ReligiousEd@stmaria.org](mailto:ReligiousEd@stmaria.org)**

We respectfully request you take a moment to read and review the following guidelines. By doing so, this will better allow parents, students, catechists and staff to have an understanding of important areas within our program. By following the guidelines this will ensure our program runs efficiently and smoothly while your child pursues their Spiritual Growth in our Religious Education Program.

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**VOLUNTEER CATECHISTS**

Our Volunteer Catechists graciously give up their time to spread the Word to our children. While realizing students have many different learning styles and needs, our program strives to ensure the lesson is taught in a clear and concise manner that is easily understood by all children.

In addition to the Volunteer Catechists taking time to teach our children, they spend much time reviewing the material to better ascertain how to best present to different learning styles. This involves spending considerable personal time to do. The Catechists arrive ready to teach. We ask you as parents to have your child arrive ready to learn. By following the guidelines below, this will allow for a respectable relationships between all Students, Parents, Catechists and Parish Staff.

We kindly request that matters relating to personal issues or concerns for G1-G10 be directed to Lisa Ann Trainor, DRE, 781.334.6443 as opposed to your child's Catechist whose mission is to teach your child.

**STUDENT DROPOFF/PICKUP POLICY**

**Please use caution entering/exiting parking lot at all times:**

**Student Drop Off Procedures on Monday & Tuesday**

1. Your child can exit your vehicle along side the building between the Religious Education Door and the Double Doors. This allows multiple cars to pull up at one time. Your child may not walk through the parking lot unattended.
2. Your child will exit the vehicle on the PASSENGER SIDE ONLY.  
This will allow for safe movement from your vehicle to the entrance.  
Do not have your child walk around the front or back of the car.
3. Upon exiting the vehicle, your child will enter the church and proceed down the stairs.
4. He/she will go to their classroom. Lists are maintained for each grade in alphabetical order.
  1. If your child does not know who she has, we will tell her.
5. Parents ***should not*** go around/pass another vehicle during drop off

**Student Drop Off Procedures on SUNDAY**

1. Children attending class at noon typically attend the 11AM Mass with their families.
2. At the end of Mass you child should go downstairs to their classroom.
3. Drop off is not advised on Sunday due to the high volume of traffic in the parking lot.

**All Student Pickup:**

1. Parents must have a name tag on their car. No name tag will result in a delay in the pickup line.
2. Catechists will bring their class to the pickup line.
3. Place a nametag with your last name on it in your windshield.
4. Do not walk through the parking lot or go around another vehicle. Parents and children should not be walking in front of cars in the parking lot or pickup line or pass another vehicle waiting.
5. Children will be grouped with their Catechist by grade.
6. Childrens names will be called out in the pickup line.
7. If your child is car pooling then he/she should inform the Catechist and those children will stand together with the youngest child's Catechist.
8. Children must enter your vehicle on the passenger side only.
9. Please be available to assist your child with buckling his/her seat belt if needed.
10. This procedure is identical to SSS, HHS and Tower Day. Following this procedure will all for safe dismissal of all students in a timely fashion.

**Early Pickup:**

Please see the Hall Monitor, or staff on duty, if you must dismiss your child prior to class end time. The Hall Monitor will get your child from their class and bring him/her to you.

Thank you for our cooperation in following the above procedures. Together, we can keep all children safe and accounted for during pickup/drop off.

**ATTENDANCE**

Students should strive to attend every class as scheduled. Most classes are one hour in length thus, your child should arrive on time. If a student is late to class it is not only disruptive to the class, but also discourteous to other students and the Catechist. There is much material to cover in one hour. Each and every class is important for your child's educational and spiritual growth. Thus, we highly recommend your child arrive prepared and on time.

Children should bring their assigned book to class. All other materials will be provided in class.

**BEHAVIOR CODE**

Respect for yourself and others is mandatory and should be a part of everyday behavior not only in Religious Education Classes, but also outside class. Please keep hands to yourself. Refrain from making negative comments to or about classmates, teachers or topics in general. Bullying of any sort, verbal or physical will not be tolerated.

Parents will be contacted immediately if any student in G1-G10 is acting disrespectfully towards other students, teachers, staff members or Parish property. If the disrespectful behavior continues, the child is welcome to continue in class when accompanied by their parent or continue on a home school plan with all materials provided.

Problems may arise which will require DRE intervention. If your child is having a behavior problem during class the Catechist and Director will speak with him/her directly. If the problem continues, the parent will be asked to come in for a meeting with his/her child. If the problem can not be resolved, we will meet as a team to come up with a plan that is better suited to your child's learning needs and environment

**Please note the following with your child:**

- **There is no food or drink allowed at anytime.**
- **All cell phones and ipods should be turned off.**
- **There is no texting allowed during class.**
- **Use a soft voice at all times.**
- **Walk at all times**

**SACRAMENTAL YEARS**

First Eucharist is a two year program. Students entering G2 must successfully complete G1. If your child did not attend in G1 please contact the DRE to discuss a teaching plan.

Confirmation is a two year program. Students must complete G9 before they can enroll in G10 and receive Confirmation.

**CANCELLATION OF CLASSES**

SMG Religious Education will follow the protocols of Lynnfield Public Schools. If school is cancelled or closed, SMG Rel Ed will observe the same protocols. If a storm starts during school hours, or accumulation is expected, classes will be cancelled. A notice will be sent via one of the following:

A notice will be placed on the Religious Education voicemail (781.334.6443)

A notice will be placed on the Religious Education website

A text or email will be sent to the numbers/emails on file.

The safety of our children is of the utmost importance, we thank you in advance for understanding our cancellation policy.