

# **St. John the Evangelist Catholic Church**

## **Contractual Agreement 2018-2019**

**Role of Parents:** Parents are the primary religious educators of their children, seeking the help of relatives, friends and catechists to assist them in this role. They are responsible for witnessing religious values to their children, helping them develop a positive self-image and guiding them to become the best Christian person they can be. Parents are also encouraged to model our Catholic values by regular Mass attendance and service to the parish.

**Role of Students:** The student's role is to learn about our Catholic faith and grow in it. They are to accept themselves as the wonderful persons God made them to be with individual talents and abilities, as well as limitations. They hopefully will use these talents and abilities to help those around them. They are invited to accept God's grace and realize that religious education is a lifelong journey.

**Parents and Students of the Religious Education Program will adhere to the following expectations:**

### **ADMISSION POLICY:**

#### **Registration –**

- Registration occurs yearly beginning in the summer. Children are not automatically registered.
- Registrations must be done in person.
- Everyone is welcome. There are no church boundary restrictions. However, it is recommended that we attend Mass at St. John's also.
- Registration forms are available online at [www.stjohnevangelisttucson.org](http://www.stjohnevangelisttucson.org).
- All fees from previous years must be paid in full before registering for the new year.

#### **Required documentation needed for the Registration Process –**

- Birth Certificates required for all students especially for those who are not baptized.
- Baptismal Certificates are required for all students.
- First Communion and Reconciliation Certificates in addition to the Baptismal Certificate required for students preparing for Confirmation
- For those with name errors on their sacramental certificates, a birth certificate is required.
- Legal forms, guardianship documents or divorce decree specifications must be provided in special circumstances.
- A Letter of Completion is required at registration from the church where the student received prior religious education, if any, for the proper placement of the student in our program.
- Emergency contact information and medical, physical or learning disability information is handled confidentially with the catechist and needed in order to better serve the needs of your child(ren). Permission to provide medical treatment to my child(ren) is also required in the event that the parent/legal guardian cannot be contacted.

#### **Fees –**

**All registration fees are due at the time of registration. Payment arrangements are available if needed.**

**All fees must be paid in full before April 1<sup>st</sup>, 2019.** A late fee of \$15 will be applied to all unpaid balances.

There are separate fees applied to the registration fees for retreats, books/copies, bibles, and materials depending on the class.

There is a \$5.00 administrative fee for Sacramental Information/Certificate requests.

**A \$20.00 late fee per child per incident is applied to the family account if I am more than 30 minutes late picking up my child(ren).**

There are NO REFUNDS.

All payments must be paid in cash, money order or with Visa, Master Card, or Discover. Credit card payments must be made in person by the cardholder and will be asked for a picture ID.

### **Diocesan Requirements on Providing the Education for the Promotion of a Safe Environment for all Families –**

I understand that my child and I will be educated on how to promote a safe environment for children in my home, school and church communities. I have been provided with handouts on the Code of Conduct and Guidelines in Maintaining a Safe environment.

### **CLASS ATTENDANCE POLICY:**

1. Parents or Responsible Adult will attend monthly parent meetings as noted on the calendar.
2. Follow the scheduled classes as indicated on the provided calendar.
  - **Only 5 absences** are allowed regardless of the excuse. Students may continue coming but will not receive a Certificate of Completion and will need to repeat the year.
  - **3 tardies equal one absence**. (Arrive 5-15 minutes late / Leave 5-15 minutes early = will be documented as a tardy)
  - **A Tardy is given each time I fail to bring my book and/or folder to class.**
  - Anyone arriving **>20 minutes late** OR anyone leaving **>20 minutes early** will receive an **absence** for that class. I understand that I must notify the Religious Education office *FIRST* if I am late or I plan to pick up my child early from his/her class.
  - The Religious Education Office reserves the right to call the police when children are left behind within the hour that classes are dismissed or if children are left repeatedly. In the event of an emergency, I am asked to call the Religious Education Office and notify them if they I am running late in picking up my child(ren). A late fee of \$20.00 per child per incident will be charged.
3. Participate in the class and complete all homework assignments. All required prayers and teachings must be practiced at home regularly. Progress reports will be given as needed.
4. Adhere to the Sign In & Sign Out Policy. All students, regardless of age, must be signed in & out by an ADULT unless other arrangements have been made previously with the Religious Education Office. *Failure to sign the child in or out will result in an absence for that class day.*

5. Small children and friends/unregistered family members are not allowed to stay in the class due to legal issues.

**MASS ATTENDANCE POLICY:** **No more than 8 missed Masses allowed per year.**

**Attend weekly Mass as a family** on Saturday evening or anytime on Sunday and all Holy Days of Obligation on Calendar in obedience to the Third Commandment of keeping the Sabbath day Holy.

- Proof of attendance is required. Sunday bulletins need to be turned in to the catechist the following class attended to count. We will not accept **LATE** church bulletins. (I will turn in all bulletins with my child's Name, Room # & Session he/she attends.)
- Weddings, Quinceañera masses and Baptismal ceremonies **DO NOT COUNT**.
- Inconsistent mass attendance will result in postponing the sacraments for a later date. This is strictly enforced.
- Abuse of this policy will result in postponing the Sacrament until the following year. (Mass bulletins must have First & Last name, Session, Date and Room # for each student for FULL CREDIT.)
- An interview process with each family may take place if regular attendance has not been maintained.

**SACRAMENTAL POLICY: (Sacramental Preparation Varies)**

1. Fulfill all requirements as stated for the year in preparation for the Sacraments. Please refer to the Guidelines for the Sacramental Preparation they are eligible to receive. The attendance of previous years of mass and class attendance will be reviewed first.
2. **O.C.I.T. will have additional requirements which will be given and explained in class.**
3. Turn in all required paperwork to the office by the stated dates to avoid postponement of the Sacraments.
4. My child must express the desire to celebrate the Sacrament he/she is preparing for and understand what he/she is receiving and its significance.
5. Attend parent meetings and accompany my child in their retreats (Baptism and First Communion Retreats ONLY).
6. TWO Godparents (1 male & 1 female) are required for the Sacraments of Baptism and must fulfill all requirements as stated by Canon Law.
7. ONE sponsor is required for the Sacrament of Confirmation and must fulfill all requirements as stated by Canon Law. The parent or sponsor is asked to accompany the student to off campus activities and/or Service in the Spirit events.
8. There are no godparents or sponsors required for the Sacrament of Eucharist (First Holy Communion).

**COMMUNICATION:** Initial \_\_\_\_\_

1. I understand that I am responsible for being informed of all upcoming events, meetings or schedule changes. I will check my child's folder, read the monthly Calendars, subscribe to **Text-messaging** or attend the weekly announcement meeting at the start of every class.

2. Catechists will have access to phone numbers in order to stay in contact with me regarding any information or concerns. I am responsible for updating any address and phone number information so that we can be reached.
3. I am aware that I may contact the Religious Education office by phone, email or by visiting the website for information at [www.stjohnsevangelisttucson.org](http://www.stjohnsevangelisttucson.org).
4. In the event that my child resides in two separate homes, it is the responsibility of the parents to communicate with each other regarding parent meetings, sacrament dates, and outstanding fees. The Religious Education Office will be happy to provide additional packets of information upon your request. All decisions and responsibilities should be shared between the biological parents.
5. I have read and understood the parent release form on taking pictures of my child(ren) and/or the publishing of my child's work, name or comments on church and diocesan publications including websites or presentations for evangelization purposes. My signature on the Registration Application will give St. John the Evangelist Religious Education Program consent to release my child's work or picture on church and/or diocesan publications as a means of evangelization in the larger community. **This consent shall remain effective until it is revoked by a written notification.**

#### **BEHAVIORAL EXPECTATIONS:**

1. Students will attend catechism classes of their own free will.
2. **Always dress appropriately.** Dressing appropriately helps promote a positive effect on the learning environment and it is an outward sign of reverence to God and respect to others. Students that are not dressed appropriately will be asked to wear something we provide to cover up or be sent home with an unexcused absence.
  - Unacceptable attire: SHORTS ABOVE THE KNEES, SKIRTS ABOVE THE KNEES, SPAGHETTI STRAPS, TANK TOPS, TUBE TOPS, BACKLESS BLOUSES, MIDDRIF BEARING OR LOW CUT BLOUSES OR T-SHIRTS WITH PROFANITY ARE NOT ALLOWED. NO GANG ATTIRE. NO TIGHT FITTING CLOTHING.
3. **Leave cell phones, I-Pods, headphones/earphones and/or electronic games at home.** We reserve the right to take them away if we see or hear them. They will be returned to the parents only.
4. Students will not be allowed to engage in any activities that might be considered sexual harassment: indecent or crude jokes, inappropriate physical contact, innuendos, sexual offers, looks and gestures. No gang signs allowed.
5. Obey the classroom rules for conduct. Recurring misbehavior may require parent supervision during class and/or receive *2 unexcused absences* in order to remain in the program.
6. **Waiver of Responsibility:** Catechists, the Director of Religious Education, the Parish and the Diocese are not legally responsible for injuries of children on church grounds or at off site activity locations. Student transportation is not offered by the church or the program.

**I agree to the above terms and understand that not following these guidelines will have consequences that will affect my child's enrollment in the program. I also understand that all fees must be paid in full regardless of whether or not my child completed the full year and I am aware that there are NO REFUNDS.**