

*Queen of Peace  
Religious Education CCD  
Program*

*Family Handbook  
2017 ~ 2018*

**Mission Statement:**

“Catechesis has to reveal in all clarity the joy and the demands of the way of Christ.” (Catechism of the Catholic Church #1697)

The Catechists of Queen of Peace Religious Education CCD Program, by teaching and sharing their Catholic Faith, strive to help the children become disciples of Our Lord Jesus Christ and encourage children to grow in their relationship with God.

**Religious Education Office is served by:**

Father Michael Donovan  
Pastor

Mrs. Therese Bellifemine  
Director of Religious Education  
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E-mail address: [tbellifemine@qpcna.org](mailto:tbellifemine@qpcna.org)

Mrs. Chris Missaggia  
Assistant  
Tele# 201 998 0901

**Office hours:**

Sunday: 8:30 A.M. to 10:30 A.M.  
Monday: 9:30 A.M. to 5:00 P.M. / 6:45 P.M. to 8:30 P.M.  
Tuesday through Thursday: 9:30 A.M. to 2:30 P.M.  
The office is closed on Friday and Saturday.  
Tele# 201 998 0901

E-mail: [tbellifemine@qpcna.org](mailto:tbellifemine@qpcna.org)

Important announcements will be posted at the Religious Education Tab under the Information link on the Parish Website: [www.qpcna.org](http://www.qpcna.org)

Parents are invited to visit the Religious Education Office or contact the staff by telephone to discuss any concerns. However, we ask that you do not request to meet with staff during class hours as our attention must be focused on the students.

**1: Attendance:**

Regular attendance is important.

**A:** If a student has 4 or more consecutive absences or a total of 8 days during the academic year, the student may be required to repeat that grade.

**B:** Students not attending scheduled CCD Masses will be marked absent from class on that day.

**C:** Students missing more than 2 consecutive classes due to illness should provide a letter from their doctor to be readmitted to class.

**D:** Requests for an excused absence should be presented in writing prior to the date requested.

**a:** Participation in sporting events and other extracurricular activities is not considered an excused absence.

**2: Tardiness:** Students should be in their classroom by the start of class. Late arrivals are discouraged as they are disruptive and are a safety concern. Parents of students who are consistently late may be contacted to address the situation.

**3: Attendance at Mass:**

Mass attendance on Sundays and Holy Days of Obligation should be taken seriously by all Catholic families.

All Catholics who have reached the age of reason (generally 7 years old) are required by Church Law to attend Mass on Sundays and Holy Days of Obligation.

It is important that families in our CCD program attend Mass on Saturday evening or Sunday morning.

**4: Classroom Preparation:**

Students are expected to come to class prepared.

**A:** Students are required to bring their textbook and/or activity book, a pen or pencil, and any assignments that are due to all classes.

**B:** Students should arrive at class promptly and ready to begin the day's lesson.

**C:** A student must satisfactorily complete the work of one grade before moving ahead to the next.

If a student has difficulty with the work, parents should speak with the Director of Religious Education or the catechist in order to make any needed adjustments. Please inform us if your child has special needs.

**5: Sacramental Preparation:**

Students must complete TWO years of religious education and the appropriate formation before receiving the sacraments of Reconciliation and Holy Eucharist for the first time.

In compliance with guidelines of The Archdiocese of Newark, students preparing for the Sacrament of Confirmation should have completed EIGHT years of Religious Education.

Candidates for the Sacrament of Confirmation must provide the required documents and attend the classes necessary to complete their formation before reception of the sacrament.

## **6: Conduct:**

All students are to conduct themselves in a Christian manner and are to show respect for all teachers and other students.

**A:** Bullying is any verbal, physical, social, or psychological aggressive behavior intended to cause harm, distress, or fear in another person.

**a:** Bullying is unacceptable behavior.

**b:** We maintain a ZERO TOLERANCE policy against bullying.

**c:** Reports of bullying will be investigated by the DRE and if warranted will be addressed with the students involved and/or with their parents.

**B:** The following are not permitted any time the children are on school property:

Disruptive behavior

Foul language, cursing

Obscene or threatening gestures

Running

Pushing or hitting another student or teacher

Causing damage to books, desks, student projects, or school property

**NO FOOD OR DRINK IS TO BE BROUGHT INTO THE BUILDING.**

**CHEWING GUM OR EATING CANDY IS NOT ALLOWED**

## **7: Electronic Devices:**

The use of cell phones, tablets, or other electronic devices is not permitted inside the school building.

A student using an electronic device inside the school may be given a warning. Additional use will result in confiscation and the device will not be returned to the student until after class. If another infraction occurs, the device will be returned only to a parent or guardian.

**8: Early Dismissal Request:**

If a parent deems it necessary that their child be released prior to regular dismissal, the request should be made in writing before class and include the name of the person who will be meeting their child.

**A:** Written permission with a parent's signature is required in order for a student to be released to anyone other than a custodial parent.

**9: Dress:**

Children should come to classes appropriately dressed for school. Public school uniforms are permissible.

**A:** "Sweats" and similar clothing should not be worn to class.

**B:** "Flip-flops" are a tripping hazard and should not be worn in school.

**10: Building access:**

**A:** Students should enter and leave the building through the Church Place doors only.

**B:** Only CCD staff and students are permitted to go beyond the first floor fire doors.

**C:** Parents or another authorized adult must report to the office and sign the early dismissal logbook if picking up their child before the end of class.

**Right to Amend:**

This handbook is a primary means of communication and is meant to provide you, the parent/guardian, with helpful information. It is not meant to include all rules and guidelines for The Archdiocese of Newark or Queen of Peace Parish.

The Queen of Peace Religious Education Program reserves the right to amend this handbook as necessary.

Parents/guardians will be advised in writing if changes are made to information contained in this handbook as soon as practicable.