

Family Handbook

Reverend William D. Coughlin, Pastor

Parish: William.Coughlin@[mbsparishwakefield.com](mailto:William.Coughlin@mbsparishwakefield.com)

Rectory – (781)-245-2080

Coleen Foley-Auterio, Grades 1-5

Coleen.auterio@mbsparishwakefield.com

(781)-245-4669

Angela Wrinkle, Grades 6-10

Angela.wrinkle@mbsparishwakefield.com

(781)-245-3414

Absentee Hotline – (781)-224-0562

The Office of Faith Formation of Children and Youth is located at:

1155 Main Street, Wakefield, MA

Mailing Address: 11 Grove Street, Wakefield MA 01880

Classes are held in the basement of the church on weekdays, and both at the CCD House on 8 Grove Street and the basement at the Church on Sundays.

Class Schedule

Sunday Classes for Grades 1-10 meet from 10:00 a.m. – 11:00 a.m.

Weekday Classes meet as follows:

Grades 1-3: Monday 3:15 p.m. – 4:15 p.m.

Grades 4-5: Monday 4:45 p.m. – 5:45 p.m.

Grade 6: Monday 6:30 p.m. – 7:30 p.m.

Grades 7-8: Tuesday 6:30 – 7:30 p.m.

Grade 9: Monday 6:30 p.m. – 7:30 p.m.

Grade 10: Monday 7:00 p.m. – 8:00 p.m.

Important Information

ABSENTEE HOT-LINE

Please notify us of all absences at (781) 224-0562

CLASS CANCELLATIONS

In the event of a winter storm, when Melrose, Saugus, and Wakefield **all** cancel school, Religious Education classes will also be cancelled.

Please refer to www.whdh.com, Channel 7 News, or WRKO Radio AM/680

An email blast will go out to all families.

Since our parish serves three communities, Religious Education classes are **not** cancelled due to Early Release or Teacher Conferences unless noted on the Lesson Syllabus.

SAFETY PROGRAM

The archdiocesan-mandated annual Safety Program is scheduled on October 1, 2017.

Safety resources are available for parents of students in **Grades 1-5** by visiting www.RCAB.org. Click on "Protecting Children", then "Child Advocacy", and "Resources" links for access, or by request.

CREATED FOR LOVE Chastity Curriculum Grades 6-8

Newly revised Created for Love: God's Plan for Life, Love, Relationships and Marriage, mandated by the Archdiocese will be integrated into the existing faith formation classes and taught by catechists over a course of three years. Information and materials are available on the website at www.respectlife.com

1ST CLASS, OPEN HOUSE, AND OPENING MASSES

September 17	Open house 10:00-10:30 in the gathering space
September 17	Mass for Catechists
September 24	Classes begin grade 3-10
October 15	Classes begin for grade 1
October 22	Welcome back Mass all grades. Rite of Enrollment Grade 10
	Classes begin for grade 2



PARENT MEETINGS

Grade 2

- First Penance parent meeting – **Tuesday, November 7th @ 6:00 p.m.** in the Parish Hall
- Grade 2 Retreat for parents and students- **Saturday, February 10th from 1:00-3:00 p.m.** in the Parish Hall.

Grade 10

- Mandatory Confirmation Meeting: Parents & Students – **Monday, September 18th**
At 7:00 p.m. in the Church
- Confirmation Retreat – **Tuesday, January 2nd from 4:45-9:00 p.m.**

SACRAMENTS

- First Reconciliation – **Saturday January 27th at 11:00 a.m.**
- The Sacrament of Confirmation – **Thursday, April 26th, at 6:30 p.m.**
- First Holy Eucharist – **Saturday May 5th at 10:00 a.m. and 1:00 p.m.**
- Reconciliation is offered once a year for students in grades 3-5 and twice a year for students in Grades 6-10 during our regular class time.

Safe Church Policy

Please review the following information.

The premise behind our “Safe Church” policy is as follows: *At no time shall any child under the age of 17 be alone with any Church employee or volunteer.* In order to comply with this directive, the Most Blessed Sacrament Parish Religious Education Program will:

- provide supervision in the Church, Gathering Space or classroom area for 10 minutes prior to the start of classes
- not allow students to proceed to their classrooms until the teacher and at least one other student are present
- provide a Hall Monitor during class times to monitor the Gathering Space area and Rest Room access
- send students to the Rest Rooms in groups of two or more

Grades 1-5:

- allow students to enter and exit only through the Gathering Space, at the rear of the Church
- close the Grove Street access to the parking lot to minimize traffic flow through the parking lot

Grades 6-10:

- allow students to enter and exit the church through the side entrance (Hanson Street)
- lock the side entrance 15 minutes into class time
- assign a Hall Monitor to the Gathering Space area, to allow students and parents access to the classroom area, once the side entrance has been locked

Sunday Students who attend Classes in the Religious Education Office at 8 Grove Street:

- allow students to enter and exit 8 Grove Street through the front entrance only
- lock the front entrance and back entrance 15 minutes into class time
- assign a Hall Monitor to allow students and parents access to the building once locked

Parents also have a role in promoting the safety of their children, which includes:

- providing for the supervision of their children outside of the Church
- escorting their children to the designated pew in the church prior to the start of weekday classes
- escorting their children to the individual classroom on Sundays, and ensuring that the teacher is present
- utilizing the Absentee Hot-line (781-224-0562) to report all absences
- insuring that children are well-informed concerning transportation home at the end of class
- parking in a designated area, to minimize traffic congestion at dismissal time
- walking to the classroom (grades 1-5) or designated Waiting Area at dismissal time to meet children, and escorting them to their cars
- picking up their children within 5 minutes of dismissal time

Program Policies

ABSENTEE POLICY

During the Religious Education year, students are allowed three (3) unexcused absences. Parents should make arrangements with their child's catechist (teacher,) or the program coordinator, to obtain any missed work.

SNACK POLICY

Once students enter the Classroom Area, no snacks are to be allowed in the classrooms. Students may consume snacks in the designated waiting area, prior to the start of class. Parents are asked to avoid foods containing nuts when providing snacks to their children.

PARKING POLICY

Grades 1-5 (weekday classes)

- All students will enter and exit the Church through the Gathering Space area, at the rear of the Church. The Grove Street parking lot will be open to Faith Formation volunteers only. Parents should park in the Main Street lots, on either side of the church, and should accompany their children to the Church where supervision will be provided for 10 minutes prior to the start of classes. Children must wait in their classroom with their teacher until a parent arrives to meet them at the end of class time.

Students will not be allowed to leave the Classroom, unless accompanied by an adult. Students will not be allowed to proceed to parents' cars or to walk home (with a sibling, another student, or alone) without written parental permission.

Grades 6-10 (weekday classes)

All students will enter and exit the church on the Hanson Street side (near the Post Office). Fifteen minutes after the start of class time, the entrance door will be locked, for security purposes. Anyone needing to enter the church after that time, should proceed to the Gathering Space entrance, where a Hall Monitor will be available to assist you.

Grades 1-5 (Sunday classes)

All students **must be accompanied by an adult** to their classrooms. Adults should remain with their student until the classroom teacher arrives. The Grove Street and Cooper Street lots provide the easiest access and exit; the lot on the Melrose side of the church should be avoided.

Sunday classes meeting in the Religious Education Offices at 8 Grove Street

All students will enter and exit 8 Grove Street from the front of the building. At the start of class, parents should avoid parking in an area that would prevent another car from exiting the parking lot. At the end of class, parents should avoid parking in an area where they may be blocked in.

CELL PHONE POLICY

The use of cell phones during class time is strictly forbidden. Any student found using a cell phone during class time will be required to surrender the cell phone to the student's teacher for the remainder of the class. A subsequent violation of the "Cell Phone Policy" will result in a call to the student's parent or guardian. Any parent needing to contact a student on an emergency basis may call the Absentee Hotline at 781-224-0562; the Principal will relay a message to the student.

DISMISSAL POLICY

When a child needs to be dismissed prior to the end of class, the parent should notify the CRE prior to the beginning of class (unless there is an emergency). The parent must come to the office to dismiss the child. No child will be allowed to exit the classroom area unless in the company of a designated adult.

If a child is to be released at the end of class time without adult supervision (i.e. walking home alone or with peers), a written letter of permission must be on file with the CRE.

BEHAVIOR EXPECTATIONS

It is the expectation that children will come to class ready and prepared to learn and to participate in the class discussions in a thoughtful, prayerful and respectful manner. Most Blessed Sacrament Religious Education Program has a specific Code of Conduct and a Disciplinary Code of Action that we follow and that our students are reminded of at the beginning of the year and throughout the year.

Most Blessed Sacrament Parish

Faith Formation Program

CODE OF CONDUCT

1. **RESPECT:** ourselves, other students, teachers, parents, the building, other students' work
2. **CONSIDERATION:** listen to others, don't interrupt, accept others' ideas and feelings
3. **SAFETY:** walk slowly, don't tip chairs, don't throw things, don't flick light switches, don't touch others without their permission
4. **FOLLOW DIRECTIONS:** listen to your teacher, principal, program coordinator

"DO AS JESUS WOULD DO"

DISCIPLINARY CODE OF ACTION

GRADES 1-5:

1st Offense: Teacher explains to the student what behavior is not acceptable, and reports the behavior to the Principal and/or CRE.

2nd Offense: Teacher explains to the student what behavior is not acceptable, and escorts the student to the office to meet with the Principal and/or CRE. A message of concern will be communicated to the parent or guardian, either in writing or via telephone.

3rd Offense: Teacher explains to the student what behavior is not acceptable, and escorts the student to the office to meet with the Principal and/or CRE. Communication with the parent or guardian will be initiated. A conference will be scheduled, to include the teacher, the CRE, the student, and at least one parent or guardian. The Pastor may be asked to attend.

DISCIPLINARY CODE OF ACTION

GRADES 6-10

(All office visits for behavior are documented)

1st Offense: Teacher explains to the student what behavior is not acceptable, and escorts the student to the office to meet with the CRE. The teacher explains to the CRE what prompted the visit to the office before returning to class. A message of concern will be communicated to the parent/guardian either via email or by phone.

2nd Offense: Teacher explains to the student what behavior is not acceptable and escorts the student to the office to meet with the CRE. The teacher explains the reason for the visit to the CRE before returning to class. A phone call will be made to the student's parent/guardian who will be asked to pick up their student from Religious Education immediately. If we are unable to get in touch with the family, the student will be escorted to their car at the end of the class time. If the student is in a car pool, and we are unable to communicate the office visit at the end of class, a message of concern will be communicated to the parent/guardian either via email or by phone and a plan of action will be discussed prior to the next scheduled class. The parent/guardian may be asked to escort their child to the next scheduled class and remain in the building during class time and/or chaperone their child inside their classroom. If requested, a meeting may be arranged with the student, family, coordinator, catechist and pastor.

3rd Offense: Teacher explains to the student what behavior is not acceptable and escorts the student to the office to meet with the CRE. The teacher explains the reason for the visit to the CRE before returning to class. A phone call will be made to the student's parent/guardian who will be asked to pick up their student from Religious Education immediately. If we are unable to get in touch with the family, the student will be escorted to their car at the end of the class time. If the student is in a car pool, and we are unable to communicate the office visit at the end of class, a message of concern will be communicated to the parent/guardian either via email or by phone and a plan of action will be discussed prior to the next scheduled class. A meeting will be arranged and the Pastor may be asked to attend. The parent/guardian is required to escort their student back to class and remain in the building/classroom during class time.



2017-2018

Liturgical Year

Advent:

- Begins Sunday, December 3, 2017
- Ends Christmas Eve, December 24, 2017

Christmas Season:

- Begins Christmas Day, December 25, 2017
- Ends on the Feast of the Baptism of our Lord, January 7, 2018

Lent (40 days):

- Begins on Ash Wednesday, February 14, 2018
- Ends at the Vigil Mass on Holy Thursday, March 29, 2018

Holy Week:

- Begins on Palm Sunday, March 25, 2018
- Ends on Holy Saturday, March 31, 2018
- Includes the Paschal Triduum (the 3 most important days in the Church year):
- Begins Holy Thursday, March 29, 2018
- Ends Easter Sunday (Easter Vigil: 7:30 p.m. – March 31, 2018)

Easter Season (50 days):

- Begins Easter Sunday, April 1, 2018
- Ends Pentecost Sunday, May 20, 2018
- *includes Ascension Thursday, May 10, 2018, 40 days after Easter

Ordinary Time:

- Begins May 21, 2018
- Ends the first Sunday of Advent, December 1, 2018



IMPORTANT

Email is our primary means of communication!

Please help us to stay up to date with our records by filling out the following information if your email has changed or if you are not receiving correspondence from the Most Blessed Sacrament Faith Formation Office of Children and Youth.

Please return this form to your child's teacher or to the Coordinator ASAP.

Thank you for your cooperation.

Family Name: _____ Email Address: _____

Student 1 _____ Grade _____

Student 2 _____ Grade _____

Student 3 _____ Grade _____

Student 4 _____ Grade _____