



Suggested Contents for Student/Family Handbook

Each parish catechetical program should have a handbook for students and their families which contains the mission and goals of the program, as well as the curricula, activities, rules and operational procedures for the program. (Policy 5102, *School and Parish Policy Manual*)

Following are items that may be included in a student/parent handbook:

- A. Introduction or Cover Letter
- B. Contact Information – Office location, email, phone, webpage
- C. Mission and Vision Statements
- D. Program Goals
- E. Parent’s Role - primary educator, partners in formation, expectations and communication
- F. Program Calendar – classes, family events, sacramental celebrations, special events
- G. Curriculum – textbook series, grade-level themes
- H. Liturgy & Sacraments – Sunday Mass as key, opportunities for sacraments, sacramental preparation
- I. Safe Environment – adult training and background checks, student education
- J. Policies and Procedures – attendance expectations, arrival/dismissal procedures, absences, student records, homework, student conduct, discipline, non-discrimination statement, cell phone policy, emergency procedures, inclement weather
- K. Finances – fees, refund policy, financial aid available
- L. Special Activities – field trips, retreats, service projects
- M. Parent Opportunities – parental involvement, volunteer opportunities, parent sessions, family programs
- N. Personnel – Director, Administrative Assistant, Pastor, List of Catechists