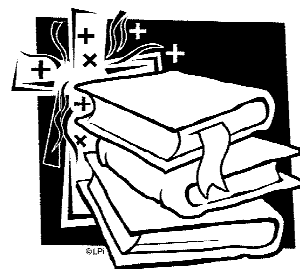


Religious Education Handbook

Precious Blood Catholic Church

Chickasaw, Ohio



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Marion Catholic Community

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Mission Statement

Precious Blood Church aims to develop, with God's help, personal intimacy with Christ. This intimacy with Christ is then developed among our parishioners, our community, and our world, as well as love of and obedience to Holy Mother Church. This is done in the context of the student's family (the domestic Church) as well as being supported by the parish community (the parish Church).

Purpose of handbook:

This handbook seeks to inform parents and students about important policies and aspects of the CCD program. In order to better understand and support the philosophy and requirements of the CCD program it is important that both parents and students thoroughly read this handbook.

Role of Parents:

Parents are the primary educators of the children, while the religious education program is to assist parents in giving their children a systematic, comprehensive education of the Catholic faith. In the Catholic faith, families are known as the 'domestic church'. Consequently, it is vital that parents are involved in the religious education of their children. This entails parents discussing what their children learn in CCD with them, as well as taking the responsibilities of the domestic church seriously.

Non-custodial Parents:

The CRE needs to be informed by the custodial parent of the rights of the non-custodial parent.

Non-Discrimination Policy

Precious Blood Church admits students of any sex, race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in this religious education program. All age appropriate children registered at Precious Blood Church are eligible for entry into the parish religious education program.

Policy Changes

If policies of the Precious Blood religious education program should change, all parents and students will be notified in writing through the Marion Catholic Community bulletin.

Announcements

All announcements involving service and spiritual opportunities for parents and students will be posted in the bulletin and discussed with students at CCD. This includes vacation bible school, retreats, and sign-ups for youth choir, servers, extraordinary ministers, lectors, ect.

Fees

There is a \$50 fee per CCD student, with a \$150 maximum charge per family. If refunds are requested, they will be granted upon the discretion of the parish CRE, pastor and bookkeeper.

Pledge of Catechists

Catechists pledge to present "the word of faith" not in mutilated, falsified, or diminished form but whole and entire, in all its rigor and vigor" (CT #30). All teachers sign a teachers' agreement stating they will teach in accordance to the faith and morals of the Catholic Church. Catechists also pledge to adhere to the statement that: "no child may be disciplined corporally or corrected with abusive language."

Child Protection/VIRTUS ©:

The Archdiocese has issued a new program in teaching the Decree of Child Protection in order to best protect your children. This program is referred to as VIRTUS. According to requirements set forth by the Ohio Revised Code and the archdiocesan *Decree on Child Protection*, catechists and the CRE must report suspected or actual child abuse or neglect to proper authorities. All catechists and the CRE are required by the Archdiocese to attend the “*Child Awareness Session*” which informs catechists of all types of child abuse as well as proper conduct when working with children. All volunteers must also be fingerprinted. Please contact the CRE if you have any questions regarding this program.

Special Religious Education

Children with special needs are gladly welcomed into the CCD program. Please indicate if your child is handicapped in any way on his/her medical form. The CRE and catechist will then contact parents to determine the best manner to make CCD a positive learning experience for the child. Learning aids are available to assist in the classroom. If you feel your child would benefit from having an aid, please contact the CRE.

Reporting Absences

While it is imperative for students to attend all CCD classes for the enrichment of their faith, absences are inevitable due to illness, emergencies, ect. In the case of an absence, a parent/guardian must call his/her child's teacher prior to class. Records of attendance for each student will be kept on file by every catechist and can be viewed by parents upon request. It is the responsibility of students and parents to discuss possible make-up work with their catechist.

Contraband & Weapons

Students who are found to be in possession of an illegal substance or weapons will be subject to seizure of such items, and expulsion from the program. The CRE and all catechists reserve the right to inspect a student's personal property when there is reasonable belief that the rules, regulations and policies of the religious education program are being violated.

Medical Emergency

In the event of minor illness or injury, the CRE or designated party will treat the child and inform the parent/guardian when they pick up their child or by phone after CCD. Members of the religious education staff will **not** administer medicine to any student. In the event of serious illness or injury, an ambulance will be called, and parents/legal guardians will be notified immediately. A landline phone is available in both the church basement and rectory

Field Trips

Field trips are scheduled for many grades to enhance students' knowledge as well as deepen their spiritual life. Proper permission/medical forms are necessary for these trips and will be given to parents to fill out as trips approach.

Arrival & Dismissal

Parents and other drivers are to use extreme caution when driving in the church vicinity. Parents are to discuss safety rules with their children, including times when they are waiting, walking or driving.

Arrival: Students are not to arrive earlier than 10 minutes before class begins as supervision is not available prior to this time. All students are to report directly to their classroom. Grades 1-6 will report to the rectory, while grades 7-12 will report to the church basement.

- Parents driving students in grades 1-6 are to use the **VFW entrance**.
- Student drivers and parents driving students in grades 7-12 are to **enter and exit the west side of the parking lot, using St. Rt. 716**. This helps eliminate traffic congestion around the rectory.

Dismissal:

- Students in grades 1-3 are to wait on the porch of the rectory with their catechists until an older sibling or carpool driver escorts them to the vehicle.
- Students in grades 4-6 are dismissed from the front porch of the rectory and do not need to be escorted.
- All drivers of grades 1-6 should continue to use the **VFW exit/entrance**.
- Students in grades 7-12 may exit any door of the church basement **and exit the west side of the parking lot using St. Rt. 716**. This rule also includes any parent drivers of these students.

Student Behavior & Discipline

In order for students to remain in the CCD program, they are expected to act in accordance with the specific rules set forth by each catechist and properly accept the penalties of their actions. Damage or theft committed by a student to room or personal property must be paid for by the student. The CRE retains the right to make exceptions to any disciplinary procedures.

Sacramental Preparation

Children of the appropriate catechetical age will be prepared for the sacraments of Baptism, Penance, Eucharist, and Confirmation. Specific policies for these sacraments will be covered by the catechists.

Canceled Classes

If school is canceled due to inclement weather, including fog, CCD is automatically cancelled for that evening.

Registration

In order for students to be enrolled in the Precious Blood CCD program, the following criteria must be met:

1. For new students- A copy of his/her Baptismal certificate must be included in the registration envelope, sent to the parish office or brought to CCD.
2. For all students- Medical forms must be returned on the appropriate deadline. Failure to do so will result in the following:

- No child can receive or continue to prepare for any sacrament that he/she is preparing for in CCD, e.g. Baptism, Eucharist, Confirmation, unless and until all forms are returned;
- No child can attend / participate in any off site CCD field trip / excursion, etc., unless and until all forms are returned;
- Neither Precious Blood Catholic Church nor the Archdiocese of Cincinnati will have any responsibility whatsoever for any child who attends CCD but who has no Permission, Release and Medical POA form on file. This would include, for example, any medical or other emergency that might occur involving the child while at CCD. Our hands would be completely tied, and we would take a "hands off" approach to any such a situation. Both Precious Blood Catholic Church and the Archdiocese will not and cannot be responsible for anything that might happen, if this signed form is not turned in.

Please note that these stipulations have officially been instated since the beginning of the CCD year, September 5, 2012, and will continue until all forms have been returned. If you should misplace your medical forms, please contact the CRE to obtain a new copy. Reminders to those who have not turned in medical forms will be given both one month and two months after the deadline via letters.

Dress Code

The same dress code is used as that of Marion Local Schools.

Homework

Teachers may assign homework, and it is the responsibility of students and parents to see that it is completed.

Expulsion

A student may be expelled from the religious education program for the following, non-inclusive reasons:

1. When a student's behavior is of a serious nature or constantly disruptive;
2. When a student resists all attempts at correction by the catechist, CRE, and parent/guardian;
3. When a student has a negative impact on the learning environment of the classroom so as to diminish the other students' opportunities to learn.

Re-admission

When the problem that caused the expelled student's unacceptable behavior has resolved and there is an assurance of cooperative behavior, the student is welcomed back into the CCD program. The time of this re-admission will be determined by the CRE and Pastor.

Complaint procedure

If a parent/guardian has a complaint, he/she should follow this procedure:

1. Communicate with the person with whom there is a problem.
2. Communicate with that person's most immediate supervisor.
3. Communicate with the CRE.
4. Communicate with the Pastor.

Cell Phones & Electronics

In respect to catechists and the Catholic faith, cell phones and electronic devices are to be used only after class hours, except in the event of an emergency. If a student is suspected of texting or using electronics during class, the device will be taken away and returned after class.

Tornado & Fire

In the event of a tornado, all students will go to the church basement, in pre-determined places of safety. In the event of a fire, all students will be escorted outside to the tennis courts. Both a fire and tornado drill will be held yearly to familiarize students and catechists with safety procedures and exit plans.

Food & Beverages

All students are asked to bring only water to drink during class. Students are also to abstain from bringing food, unless medical reasons and/or special classes designated by the catechist permit otherwise.