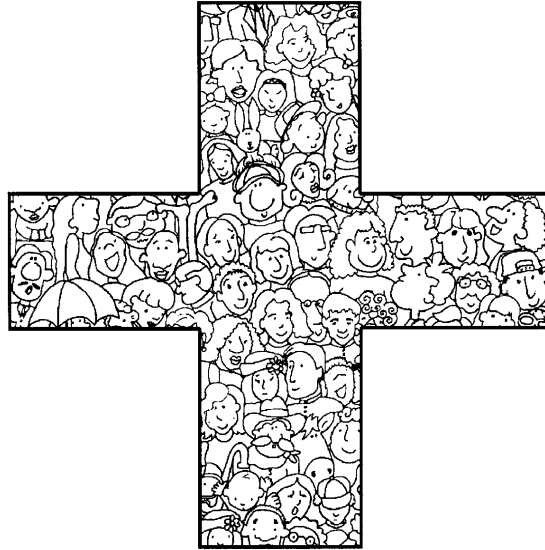


Saint Catherine of Siena



Go into all the world and proclaim
the good news!

Mk 16:15

Religious Education

Handbook

2017 – 2018

Table of Contents

CCD Class Calendar	page 3
Coordinator of Religious Education Teachers	page 5
Curriculum	page 6
Mission Statement Philosophy Objectives	page 7
Admission Policy Registration Non-Discrimination Policy	page 8
Definition of Active Parish Membership CCD Fees The CCD Day	page 9
Attendance/Early Dismissal/Tardy	page 10
Procedure for the Preparation of the Sacraments	page 11
Policy for the Preparation for, and Reception of, the Sacraments of Initiation and First Reconciliation for Children of St. Catherine Parish	page 12
Preparation for Sacraments Policy	page 13
Discipline Policy Search and Seizure Policy	page 14
Injuries or Illness During Class Blood Borne Pathogen Policy Fire Drills & Lock-Down Drills	page 15
Parent's Role Code of Dress and Behavior Progress Reports	page 16
Parent Teacher Organization Parent Teacher Organization Mission Statement Parent Teacher Organization Board	page 17
The Saint Catherine of Siena Board of Catholic Education Right to Amend	page 18

CCD CLASS CALENDAR 2017 – 2018

2017

August					27 (Open House)
September	off	10	17	24	
October	1	8	off	22	29
November	5	12	19	off	
December	3	10	17*	off	off

*December 17th: CCD Advent Program in Gymnasium – Parents and Students

2018

January	7	14	21	28	
February	4	11	18	25	
March	4	11	18	25	
April	off	off	15	22	29
May	6	13	20***		

***May 20th:
CCD Closing 9am Mass & Breakfast following Mass – Parents and Students

St. Catherine of Siena Parish Religious Education Department

Pastoral Staff:

Rev. Stef Bankemper, Pastor

Office: 441-1352

Director of CCD (Sunday Morning) Program:

Keith Morgeson

E-mail: kmorgeson@stcatherineofsiena.org

Coordinator of Sacramental Prep (2nd & 8th Grades):

NOT YET FILLED/TBA

CCD PTO President & Vice-President (Co-Chairs):

Kip & Stephanie Perkins

E-mail: kip.perkins@twc.com

2017-2018 Catechists

Grade 1	Jamie Hochleitner 391-2313 Taylor Anne Walz 496-4898	hochleitner@twc.com taylorwalz1@gmail.com
Grade 2	Stephanie Ewald 486-9047 stephanie.ewald@fortthomas.kyschools.us	
Grade 3	Jill McGlone 801-9005	jill.mcglone@gmail.com
Grade 4	Amber Lehn 513-309-2227	alehn0402@yahoo.com
Grade 5	Kelly Twehues 466-8416	kellytwehues@gmail.com
Grade 6	Haley Stamm 468-2467 haleysusanne@hotmail.com	
Grade 7	Keith Chalk 441-0560	keith.chalk@fuse.net
Grade 8	Andy Cavanaugh 513-238-9844 acavanaugh@oca.connectionsacademy.org	
Grades 9-12	Mike Hils 663-7391 michael.hils@fortthomas.kyschools.us Tom New 630-7171	trn@newforms.com

2017 – 2018 CURRICULUM

We use the “Blest Are We” textbook series for grades 1-8, which has been adopted by our Bishop. Next to each corresponding grade level below, you will find the global objectives and topics covered during the school-year.

1st Grade	Our Church Community, Our Loving God, God’s Son, Jesus, The Holy Spirit, Jesus’ Church of Followers
2nd Grade	We Gather As Believers, We Ask God’s Forgiveness, We Celebrate the Word of God, We Celebrate the Gift of Eucharist, We Go In Peace
3rd Grade	The Church Is One, The Church is Holy, The Church is Catholic, The Church is Apostolic, The Church Has a Mission to the World
4th Grade	The Goodness of God, Jesus is the Son of God, The Holy Spirit, The Church, Social Justice
5th Grade	The Sacraments, Baptism and Confirmation, The Eucharist, Reconciliation and The Anointing of the Sick, Holy Orders and Marriage
6th Grade	We Answer God’s Call, God Saves and Delivers Us, God Invites Us Into His Kingdom, God Reminds Us to Do His Will, God Promises Everlasting Life
7th Grade	The Mystery of the Incarnation, The Meaning of the Kingdom, The Christian Life, The Paschal Mystery, The Good News
8th Grade	The Rite of Confirmation, The Marks of Church from the Beginning, The Growth of Christendom, The Age of Faith and Beauty, Reason, Rebellion, and Reform, Returning to the Roots of Christianity
High School Program	Morality – Meeting Jesus’ Challenge in Everyday Life Dealing with Peer Pressure Moral Issues Related to Sex and Sexuality Alcohol and Drugs Living in Society The Bible – Discovering Its Meaning for Catholics Mass and Sacraments – Celebrating Our Catholic Life Finding God in Scripture and in Our Everyday Lives Seeing the Relationship of Sacraments to Daily Life Matrimony, Holy Orders, other Sacraments

Mission Statement

The mission of the Saint Catherine of Siena CCD Program is to provide quality Catholic Christian education for our students, through contemporary teaching methods. Instruction in doctrine, tradition, ritual, morals and family values prepares our students to become active, informed and devout members of the Body of Christ.

Philosophy

The philosophy of Saint Catherine's Religious Education Program is to share with the family the religious education of the child by providing an educational program that teaches Church doctrine and develops an experience of Christian community. The CCD Program prepares the child for a life in Christ and a desire to serve others in accordance with the Gospel message.

Objectives

To carry out this philosophy we will strive:

- 1) to provide opportunities to worship, teach doctrine and scripture, build community, and to serve those in need.
- 2) to assist students in learning to make reflective application of Christian values to contemporary issues.
- 3) to develop a deepening sense of peace and justice towards self, neighbor and the world.
- 4) to promote a total educational program of the highest caliber which fosters the spiritual, moral, intellectual, social, and emotional growth of the CCD community.

ADMISSION POLICY

(1999)

Saint Catherine of Siena CCD Program is a parish religious education program founded to serve the people of Saint Catherine of Siena Parish.

Students attend the same CCD grade, 1- 12, as coincides with their grade level at school. An exception to this is for 2nd and 8th grade sacramental preparation (refer to *PREPARATION FOR SACRAMENTS POLICY*).

Class size will be limited to a ratio of twenty students to one teacher. Exceptions to this will be on an individual basis, at the discretion of the teacher and the Coordinator of Religious Education. In the event that class sizes must be so limited, the following factors will be considered for the acceptance of students:

Children whose parent has an *Active Parish Membership*, as defined by Saint Catherine of Siena Parish Council, will be given preference.

Non-parishioners will be accepted into Saint Catherine of Siena CCD Program on a space available basis.

REGISTRATION

Students who are in Saint Catherine of Siena CCD Program will register annually for the following year. Registration is held in the Spring and in the early Fall. There is a reduction in fee for those registering in the Spring.

Students who are registering in the program for the first time need to submit a copy of their baptismal Certificate with the Registration Form.

NON-DISCRIMINATION POLICY

Saint Catherine of Siena CCD Program admits students of any sex, race, religion, color, nationality, and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to students in the program. It does not discriminate on the basis of sex, race, religion, color, nationality or ethnic origin in administration of educational policies, employment practices, athletics or other CCD administered programs.

DEFINITION OF ACTIVE PARISH MEMBERSHIP
(as adopted by the Parish Pastoral Council, February 1997)

An active parishioner has registered in Saint Catherine of Siena Parish, providing the parish office with the information needed to complete the census forms.

An active parishioner regularly participates in Saturday or Sunday Liturgy at Saint Catherine of Siena Parish.

An active parishioner demonstrates an interest in the life and activities of the Saint Catherine of Siena Parish community by participating in the annual Stewardship Program, including the contribution of time and talent when able, the use of contribution envelopes on a regular basis, and the support of prayer always.

CCD FEES

See Parish Office and/or St. Catherine of Siena Website for details on CCD Fees.

THE CCD DAY

Classes are held on Sunday mornings and begin promptly at 10:15am. Students should enter and leave the building at the glass doors on the lower level. Classes are over at 11:15am. Students will be dismissed from the classroom at that time. The CCD Program is not responsible for students on the property when CCD is not in session.

The times for Sunday Masses at Saint Catherine's are:

Saturday	4:30pm
Sunday	9:00am
	11:30am

The CCD religion classes do not substitute for Sunday Mass under any circumstances.

ATTENDANCE/EARLY DISMISSAL/TARDY

Regular attendance in class is vital for successful growth in the knowledge of our Catholic Christian Faith. Parents should see that their child's attendance at CCD has priority over all other activities. Parental insistence on attendance also underscores the value of religious education.

If a child is unable to attend class due to illness or another legitimate reason, the parent needs to call the Religious Education office by 10:00am Sunday. The office number is **441-1352 ext. 21**. Teachers cannot be expected to re-teach lessons. Therefore, the parent assumes responsibility to assist the child in keeping up-to-date on class work so that neither the child, the teacher, nor the class is prevented from moving ahead smoothly. Parents should contact the teacher for missed assignments.

Excusing a child early from class causes a disturbance to the class. Parents are asked to not request an early dismissal unless absolutely necessary. When it is necessary to excuse a child early, **parents must write a note in advance** for the teacher with his/her signature on it. **In addition, for the safety of all of the children in our program, it will also be necessary for parents to come to the Religious Education Office on the first floor to sign their child out prior to the child being dismissed. No child will be dismissed until the parents or guardians sign the child out in the office.**

Students are tardy when they arrive later than 10:15am. Doors to the parish center are locked at 10:15am for the safety of all students and remain so until classes are over. Students who arrive after this time will only be admitted into the building by entering through the main school doors in the upper parking lot and going to the main school office in the lobby where they will sign in and be given a tardy slip which they will then give to their classroom teacher. Students without tardy slips will not be admitted to the class.

Attendance requirements for all elementary and middle school grades require students to miss no more than four (4) classes in any year.

If for any reason, such as bad weather, classes must be canceled, local TV and radio stations will be contacted by the Coordinator and may be monitored by parents at home for any cancellations that may occur.

The CCD religion classes do not substitute for Sunday Mass under any circumstances.

PROCEDURES FOR THE PREPARATION OF THE SACRAMENTS

(2007)

Any child wishing to receive the Sacraments of Reconciliation, Eucharist or Confirmation must attend all grades of religious education training prior to the year of the receipt of the sacrament. **No more than 4 classes may be missed in any year.** Parents must provide the Religious Education Office with a Baptismal record prior to Reconciliation and First Eucharist.

There is one mandatory meeting that second grade parents should attend, this meeting is usually prior to First Reconciliation.

Students requesting Confirmation who did not receive Reconciliation or First Eucharist at St. Catherine Church, but who now are parishioners, should provide the Religious Education Office with a Baptismal record and a record of what church the student received these first two Sacraments of Initiation. Such students should also be able to provide documentation that they have attended religious education classes prior to receipt of this sacrament.

The Confirmation sponsor chosen by the student must be a practicing Catholic. Confirmation students are required out of classroom work and volunteer service hours. There are two mandatory retreats; one held on a Saturday and one on the day of Confirmation. There is also one mandatory parent meeting in the Fall. Students and sponsors are expected to attend an Evening of Reflection and a Rite of Commitment, both held in the Fall.

Any student missing more than the required number of classes in any preparatory or Sacramental year must attend a meeting, with his or her parents, the CCD coordinator, the teacher of the class and the Pastor in order to determine the student's eligibility for the reception of the Sacrament.

Service hours:

Service hours will be tracked by the school and CCD office and quarterly progress reports will be sent home to parents. To get credit for hours worked, students must complete a verification form and have it signed by the person in charge of the service organization for which they worked before turning it in to the office.

8th Grade – 50 hours

Students must have at least 10 hours in each of the three categories: Home, School/Parish/Community

7th Grade – 25 hours

Students must have at least 5 hours in each of the three categories: Home, School/Parish/Community

6th Grade - 10 hours

Students must have at least 3 hours in each of the three categories: Home, School/Parish/Community

5th Grade - 5 hours

Students must have at least 1 hour in each of the three categories: Home, School/Parish/Community

**POLICY FOR THE PREPARATION FOR, AND RECEPTION OF, THE
SACRAMENTS OF INITIATION AND FIRST RECONCILIATION FOR
CHILDREN OF ST. CATHERINE PARISH**

(2007)

The Sacraments of Initiation (Baptism, First Eucharist, Confirmation) and the Sacrament of Reconciliation are arguably the most joyous and important events of a Catholic Christian's life. The following policies are adopted for the purpose of communicating this importance, and ensuring appropriate preparation for the reception of these sacraments in accordance with current diocesan norms.

I. Reception of the Sacraments

Normally, children of St. Catherine parish receive the sacraments of First Reconciliation and First Eucharist during the second grade year of school.

(According to Canon Law, all children must receive the sacrament of Baptism prior to any other sacrament. If a child has not been Baptized by the second grade year of school, arrangements must be made by the parents/guardians of the child with the pastor before candidacy for any other sacrament can be established.) Children of St. Catherine's parish receive the sacrament of Confirmation during the eighth grade year of school.

II. Preparation for the Sacraments

It is the responsibility of the parents whose children are not enrolled in the parish school or the parish Religious Education Program to contact the Pastor if they wish to establish candidacy for the reception of the Sacraments for their children. To be in compliance with the "Preparation for Sacraments Policy" (St. Catherine's Board of Catholic Education – 2006), they will make this contact by September 15th of the school year prior to the school year in which the child plans to receive the Sacrament.

Children receive preparation for these three sacraments in one of four (4) ways:

- a.) attendance at St. Catherine School,
- b.) attendance at St. Catherine Parish CCD Program,
- c.) attendance at another Catholic school, *which offers specific, immediate preparation for the sacrament to be received.* The pastor must approve this program of preparation.
- d.) attendance in a home-school Religious Education Program, approved and monitored by the pastor. Parents must contact the pastor by September 15th of the school year prior to the school year in which the child plans to receive the sacrament.

After the initial contact with the Pastor, the Pastor or his designate will meet with the parents to establish:

- A. Curriculum Requirements
- B. Criteria of Readiness for Reception of Sacrament
- C. Arrangements for Mutual Support and Accountability of the Parish and the Home-Schooled Family in the Preparation of the Children
- D. Methods for Assuring that the children have Communal Experiences of Church and Sacraments
- E. Methods for assuring that Children Preparing for Confirmation have Experiences of Christian Service to Family, Parish and Community.

III. Attendance Policies

A. Catholic Schools

The attendance policy for children enrolled in St. Catherine School or another Catholic School will be the policy put in place by those schools.

B. CCD

In any year, a child will be allowed a total of four (4) absences.

PLEASE NOTE: For a child to receive a sacrament at St. Catherine, he or she must have been enrolled in one of the four (4) programs above for all years prior to the sacramental year. For example, for a child to receive Confirmation it is not enough to enroll him/her in the eighth grade. He/she must have been **continuously enrolled in all the years prior to the eighth grade.**

IV. Out-of-Class Events

There are a few events (retreats, rehearsals, etc.) that happen outside of the normal class times. All parents and children are required to participate in these events as appropriate. Ample notification will be given to parents.

PREPARATION FOR SACRAMENTS POLICY

(2006)

In our CCD Religious Education Program students make their *immediate* preparation for the Sacraments of Penance and Holy Eucharist in the Second Grade class. They make their *immediate* preparation for the Sacrament of Confirmation in the Eighth Grade class. However, all of the grades, (grades 1 – 12) are important and necessary for the *remote* preparation for the sacraments and a fuller understanding of the Catholic Christian Faith. It is for this reason that St. Catherine's Board of Catholic Education has set policies establishing requirements for the preparation for the sacraments.

DISCIPLINE POLICY

(1997)

We expect our students to show proper respect toward their teachers and classmates. Teachers are expected to maintain order in the classroom at all times. Disciplinary problems will be handled with gentleness and firmness. When disciplinary problems occur, they will be handled in the following manner:

- 1) The teacher will seek to solve the problem by counseling with the offender in private.
- 2) If this is not successful, the teacher will refer the student to the Coordinator of Religious Education.
- 3) If the student continues to misbehave over a period of time, the Coordinator of Religious Education will notify the student's parents. The parent may be asked to attend class with their child until behavior improves.
- 4) Only as a last resort will a student be removed from the CCD Program because of disciplinary problems, and then only with the approval of the Coordinator of Religious Education and Pastor.

SEARCH AND SEIZURE POLICY

(1997)

A student's personal property can be searched by the administrator based on reasonable suspicion or cause.

INJURIES OR ILLNESS DURING CLASS

If any student is injured or becomes ill during CCD class, the teacher will immediately notify the Coordinator of Religious Education to handle the situation. The teacher will return to the classroom as soon as possible. The Coordinator of Religious Education will notify the student's parent. Only in a serious injury or illness will the Coordinator of Religious Education call 911.

BLOOD BORNE PATHOGEN POLICY

(1997)

Disposable gloves will be kept in the classroom in the event of an injury or illness involving blood. Extra gloves will be available in the Religious Education office.

FIRE DRILLS

At least once a year, a Fire Drill will be held during the School-Year. Every classroom has Fire Drill Instructions inside the classroom that teachers have understood and will follow.

LOCK-DOWN DRILLS

At least once a year, a Lock-Down Drill will be held during the School-Year.

Lock-Down procedures are as follows:

- ~Teachers will hear the proper announcement over the PA Unit from Director / Administrator(s)
- ~Teachers closes door (classroom doors locked at all times)
- ~Teachers take students in area of classroom that they have been instructed
- ~Teacher takes attendance
- ~Teacher places appropriate colored card to indicate: a) all students present, b) missing one or more student, or c) emergency in the classroom
- ~Director / Administrator(s) check all classroom to see if all students are accounted for. If not, Director / Administrator(s) find missing student(s)
- ~When all students are accounted for, Director / Administrator(s) announce the 'all clear' over PA Unit and teachers resume teaching back to normal classroom setting

PARENT'S ROLE

Parents are the primary teachers of the Faith. Teachers are only aids in this process. Parents can help by: reviewing lessons, asking questions, being interested in and aware of what is happening in the classroom, making sure out of classroom work is completed, volunteering in the classroom and for special events, actively participating in P.T.O. meetings and events, and attending parent meetings if the child is in a sacramental class (2nd and 8th grades) or studying Catholic teaching on Sexual Morality (7th, 9th & 10th grades). Also parent attendance with the child at liturgies or other activities will be a source of unspoken encouragement to both the teachers and the children. We welcome and encourage parent involvement in all functions. No program of religious instruction can be fully effective without the continuous interest, support and example of the family.

CODE OF DRESS AND BEHAVIOR

We ask that students come to class in clothing that does not promote alcohol, drugs or illicit behavior. Students are not to bring food or drink to class unless they have enough to share with the entire class. Students are not to have cell phones out during class. Use of cell phones during class will not be tolerated and will be confiscated and given to the Coordinator of Religious Education. Parents may retrieve cell phones from the Coordinator when classes have concluded for the day. We ask parents to be supportive of these requests.

PROGRESS REPORTS

Progress reports will be sent home at the discretion of the Catechist. They may include information about the class, student performance, and a record of the student's attendance in the class.

P. T. O.

The CCD P. T. O. is the Parent Teacher Organization of the CCD Program at Saint Catherine of Siena.

CCD P. T. O. MISSION STATEMENT *(1997)*

To support the Saint Catherine of Siena CCD Program in providing quality Catholic Christian education to all students. To serve as a means of communication with the parish boards, the faculty and staff, the CCD parents and the parishioners.

P. T. O. BOARD **2017 – 2018**

President

Kip Perkins

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**THE SAINT CATHERINE OF SIENA
BOARD OF CATHOLIC EDUCATION**

This Board is a policy making body which oversees all educational programs at Saint Catherine of Siena Parish. Its Mission Statement is as follows:

Motivated by the love of God and neighbor, the Saint Catherine of Siena Board of Catholic Education exists for the purpose of serving and administering to the educational needs of all individuals within the parish community.

The President of St. Catherine's 2017 – 2018 Board of Catholic Education is:

The Vice President of St. Catherine's 2017 – 2018 Board of Catholic Education is:

The Secretary of St. Catherine's 2017 – 2018 Board of Catholic Education is:

Please feel free to contact them with any questions you may have regarding our CCD Program.

RIGHT TO AMEND

The CCD Handbook may be amended with the approval of the Saint Catherine of Siena Board of Catholic Education.