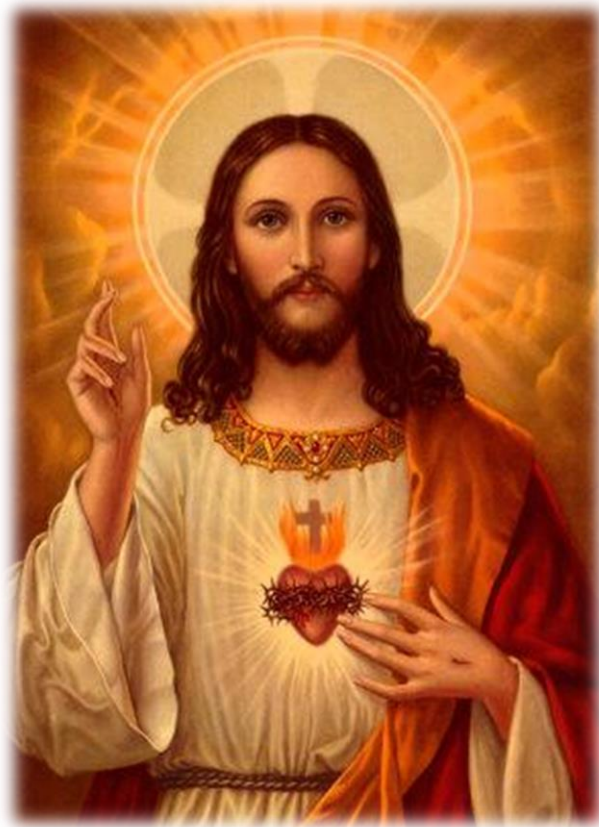


# *Sacred Heart of Jesus*

*Parish CCD Handbook of Policies and Procedures  
for Parents and Students*



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**Purpose of This Handbook** – This handbook seeks to inform parents and students about important policies and aspects of the religious education program at Sacred Heart of Jesus Parish. In order to better understand our CCD (Confraternity of Christian Doctrine) program and support the policies and requirements of the CCD program, please thoroughly read through the information in this handbook.

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**Mission Statement:**

The religious education program of Sacred Heart of Jesus Parish is held in utmost importance, and serves to draw the hearts of the youth toward Jesus Christ through the development of both faith and reason. All religious education programs aim to promote the spiritual growth and well-being of each participant by transmitting the faith that has been entrusted to the Church by God.

**Admission**

All students who are registered members of Sacred Heart of Jesus Roman Catholic Parish are eligible to attend CCD at Sacred Heart of Jesus Parish.

All children must be at least 4 years of age by August first (1<sup>st</sup>) of the year of entry into the program. To register your family with the parish, please contact the parish office by phone at (937)394-3823, or by email at: *office@sacredheartohio.org*

**Registration:**

All students must be registered for the CCD program, by having filled out the necessary forms, including a registration form and an emergency medical release form *by the specified due date*. The emergency medical release form is of utmost importance and helps to ensure your children’s safety while attending the program.

All information will be kept confidential and shared only with those in direct need of the information (ex: the Director of Religious Education, the Pastor, the child’s catechist, EMS)

**Program Fees**

The fee for Preschool students to attend CCD is \$15.00 per child.

The fees for grades 1-12 are as follows:

Cost of 1<sup>st</sup> child in CCD- \$40.00

Cost of 2<sup>nd</sup> child in CCD- \$35.00

Cost of 3<sup>rd</sup> child in CCD- \$30.00

Cost of 4<sup>th</sup> child in CCD- \$25.00

Cost of 5<sup>th</sup> child in CCD- \$20.00

Cost of 6<sup>th</sup> child in CCD- \$15.00

Checks are to be made payable to “*Sacred Heart of Jesus Parish.*”

If a family is not able to make the payment, please contact the Director of Religious Education, as no child will be turned away from the program because of inability to pay.

**Non-Discrimination Policy**

There will be no discrimination on the basis of race, national origin, or handicap.

### **Special Assistance**

To ensure an atmosphere conducive to learning, a child may need individualized assistance while attending CCD classes. Parents' are always welcome to attend their children's class, or the parish will provide an aide to assist the child in the classroom if necessary. It is the parent's responsibility to notify the catechist if their child has an IEP (Individualized Education Plan) implemented at school, so appropriate arrangements may be made in the classroom.

### **Non-Custodial Parent's Rights**

The Director of Religious Education needs to be informed by the custodial parent of the rights of any non-custodial parent.

### **The Role of Parents**

Church documents state that parents are the primary educators of their children.

The role of parents in the faith education of their children is irreplaceable. It is almost impossible to provide an adequate substitute for this role. The CCD program is meant to help support the formation that parents are giving their children in the home, by giving a systematic education of the Roman Catholic Church. Parents are expected to attend Mass every Sunday and frequent other sacraments with their children, pray with their children, and share the faith with their children.

If you wish to catechize your children at home instead of sending them to CCD at the parish, please contact the Director of Religious Education at (937)394-3823, or [mjock@sacredheartohio.org](mailto:mjock@sacredheartohio.org) to discuss possibilities and responsibilities.

### **Class Days and Times**

CCD for grades 1-12 are held on Wednesday evenings.

Grades 1-6 meet from 6:30pm – 7:30pm

Grades 7-12 meet from 8:00pm- 9:00pm

Preschool CCD class is available to those 4 years to 1<sup>st</sup> grade, and meets on Sunday morning during the 10:00am Mass.

### **Arrival and Dismissal**

**Arrival:**

As you drop your children off for CCD on Wednesday nights, please follow the directions of the map/directions provided, and the parking lot monitors.

Please do not drop your children off for grades 1-6 any earlier than 6:10pm.

Students in grades 7-12 are not to arrive before 7:45pm.

Students in grades 7-12 are not permitted to meet on the parish grounds during the first session unless permission had otherwise been granted.

**Dismissal:**

Once students have arrived for CCD, they are not permitted to leave until class is over, or a parent has been contacted to pick them up early.

When class is over for grades 1-6, students are escorted to the sidewalk along the east side of the church building where they wait for their ride to arrive.

Please follow the parking lot directions and the direction of the parking lot monitors to ensure the safety of everyone involved.

***Please remind your children to be very careful, not to run into the parking lot under any circumstances, and not to leave the sidewalk until their ride is at the front of the line.***

**Class Cancellations**

If class is cancelled due to adverse weather conditions, it will be announced by 5:30pm in the following ways:

WHIO-TV

*Radio*

WBCL 90.3FM

K99.1 FM

95.7 FM

AM 1290

*Online*

wbcl.com

whio.com

k99online.com

953theeagle.com

Flocknote

**Dress Code:**

There is no specific dress code for CCD, but modesty is of great importance. Please make sure your children are wearing appropriate clothing for CCD, and remind them that it reflects their dignity to dress in such a way.

Please make sure they are dressed appropriately for the weather, such as wearing coats/hats for winter.

## **Cell Phone Policy**

All students who bring cell phones, iPads, or any other electronic devices to CCD will be required to turn them off and put them in a designated basket in their classroom for the duration of their class. Phones and devices will be returned at the end of class.

## **Attendance**

It is crucial for your child to attend CCD every week so that they may keep moving forward with their classmates. It is also very important and respectful for your child to arrive on time to class each week.

### **Absenteeism:**

We understand that different circumstances may arise throughout the year that may prevent your child from attending CCD.

If your child is ill, or otherwise unable to attend, please notify your child's catechist, or the Director of Religious Education ahead of time. You may do so by calling (937)394-3823, or emailing [mjock@sacredheartohio.org](mailto:mjock@sacredheartohio.org)

***If your child is ill, please do not send them to CCD! We do not want to pass around any germs, especially in the cold winter months!***

Attendance records are kept by your child's catechist and are available in the parish office. If your child has been absent for three or more consecutive weeks without being previously excused, the parent may be contacted by the Director of Religious Education, via email or a phone call.

If any parent wishes to access information concerning their child's attendance, please contact the Director of Religious Education at the parish office.

## **Homework**

Because CCD lasts only one hour a week, there may be homework sent home with your children to help reinforce their lessons outside of the classroom. Students are expected to complete homework as they would for any other academic class. Homework should not require more than one hour a week outside of class, and should not be assigned every week.

## **Sacramental Preparation**

The life of the Church has its foundation in the Sacramental Life.

Second grade students receive the Sacraments of First Reconciliation and First Communion.

Eighth grade students receive the Sacrament of Confirmation.

Information concerning the sacraments will be sent home with students as the sacrament approaches.

Students will be prepared for the sacraments in their CCD classes, but this education is not comprehensive and parents are expected to review material with their children, discuss the importance of each sacrament, and pray with their children at home.

Please consult your CCD calendar for the dates and times of the sacraments for the year.

*Note:* Dates are subject to change so please make sure to thoroughly read all information sent home with your children.

Your child must be in the CCD program and go through sacramental preparation to receive the sacraments, unless otherwise previously agreed upon between the parents, Director of Religious Education and Pastor.

### **Activities Held Off Parish Property**

All weekly CCD classes are held on parish grounds.

If any event is held during the allotted CCD class time that will be transporting students off the premises, parents will be made aware primarily through letters sent home with students. Events will also appear in the weekly Sunday bulletin.

All events held off parish property are approved by both the Pastor and Director of Religious Education.

The parents of all students who wish to attend any off premise event (through the CCD program) must fill out an emergency medical release form and any other necessary Archdiocesan approved registration forms. These forms will be sent home with each student as the event approaches. All forms must be fully completed and returned by the due date specified on the form. If the forms have not been filled out completely or do not meet the deadline requirement, the student will not be permitted to attend the specified event.

### **Emergency Information**

The emergency medical forms filled out by the parent at the beginning of the year are kept on file. This information is kept confidential and is not shared without reason, and is only done so to keep your child safe and healthy (ex: the Director of Religious Education, the Pastor, the child's catechist, EMS).

All emergency information is kept on hand during CCD class sessions in case any emergency should arise.

If there is a serious change in your child's health, medication, etc., please contact the Director of Religious Education so the appropriate changes can be made in the paperwork.

### **Medical Emergency**

In the case of a sick or injured student, the Director of Religious Education will assess the situation and if it is deemed necessary, the parent will be called to pick up their child early from CCD.

In the case of a severe illness or injury, an ambulance will be called for the afflicted student. The parent, or in the case that the parent is unavailable, the emergency contact, will be notified immediately.

### **Administration of Medication**

No medication will be given to any student if not pre-approved by the parent with the appropriate paperwork submitted. If a prescription medication must be taken within the timespan of any CCD event, students are not permitted to carry their own prescription on their person. Parents are asked to give the prescription in a clearly and originally labeled container to the Director of Religious Education with instructions as to how/ when/ and to whom it is to be given. When the student is to take their prescription medication, they are to report to the Director of Religious Education who will then give them the prescription and supervise the taking of the medication.

### **Fire and Tornado Safety**

One fire drill will be held each year to familiarize students and catechists with safety procedures and exit plans. Tornado safety will also be addressed in the classrooms.

***Please remind your children how important this information is, and that they need to take it seriously.***

### **Discipline**

All students are expected to respect and obey all rules and instructions put forth by the parish, the CCD program, the Director of Religious Education, and the catechists.

It is only through mutual acceptance that students and catechists can enter into a relationship that fosters true education, because the Gospel is proclaimed by both catechist *and* student.

A disciplinary problem is typically any individual student or group of students which disrupt the learning process, hindering the rest of their classmates from learning to their fullest potential.

The following are the steps taken when a disciplinary situation arises.

1. The disruptive student or group is given a verbal warning by the catechist.
2. If the student's behavior does not improve, they will be removed from the situation and addressed by the Director of Religious Education and parents will be contacted by their child.



3. If the disruptive behavior continues, temporary or permanent expulsion may be the last resort. Parents may also be asked to sit in on their child's CCD class until the behavior has been resolved.

Each case of disruptive behavior is unique, and the catechist may choose to vary the steps shown above in certain cases.

*Under no circumstances will corporal punishment or abusive language be used against any student.*

### **Expulsion**

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

1. When a student's behavior is of a serious or constantly disruptive nature.
2. When the student resists all attempts at correction by the catechist, Director of Religious Education and the parent.
3. When the 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 been resolved and there is an assurance of cooperative behavior in the future, the student may be welcomed back into the classroom.

The time of re-admission will be determined by the parents, the Director of Religious Education and the Pastor.

### **Parish Facilities**

To ensure the safety and wellbeing of all students in the program, students are not permitted to wander the parish grounds unless they have been specifically instructed to do so by their catechist or Director of Religious Education.

Students will remain primarily in their designated classrooms with exceptions for special events and lesson plans.

Students are not permitted to walk/play in the flowerbeds, climb the trees, or play in the cemetery on the parish grounds.

Students are not to use the elevator during CCD unless they are otherwise unable to use the staircase.

Once students have arrived at CCD, they are not permitted to leave early unless organized with the student's catechist or Director of Religious Education.

Any student caught vandalizing any part of the parish property (Church, office, cemetery, etc.) will be expected to pay for the damage that has been done.

The Archdiocese of Cincinnati states that there are to be no weapons, under any circumstances, allowed on any parish property at any time. “Weapons prohibited by this policy include but are not limited to: firearms (including concealed handguns), firearm replicas, ammunition look-alike’s (dummies or duds), explosives, night sticks, spring loaded knives, and other objects designated to intimidate or injure people.” (catholiccincinnati.org)

### **Search and Seizure**

Religious education programs have no constitutional restraints on the use of search and seizure. If a student is suspected of having weapons, drugs, or alcohol in their possession, the Director of Religious Education may conduct a search. An adult staff member will be present during the search as a witness. If the student refuses to cooperate, the parents will be contacted to assist in the search.

### **Child Protection**

All administrators and catechists who are in contact with children on a regular basis are mandated to go through Virtus training to ensure the safety of your children. If you have any questions about the Virtus program, please visit [www.virtus.org](http://www.virtus.org)

***The Director of Religious Education is required by the Ohio Revised Code and Archdiocesan Policy on Child Protection to report suspected or actual child abuse or neglect to the proper authorities.***

### **Filing a Complaint**

If any parent would like to file a complaint, they should follow the procedure outlined below:

1. Communicate first with the person with whom there is a problem.
2. Communicate with the Director of Religious Education.
3. Communicate with the Pastor.

### **Notification of Change**

In the case of any changes made to this handbook, they will be posted in the bulletin.