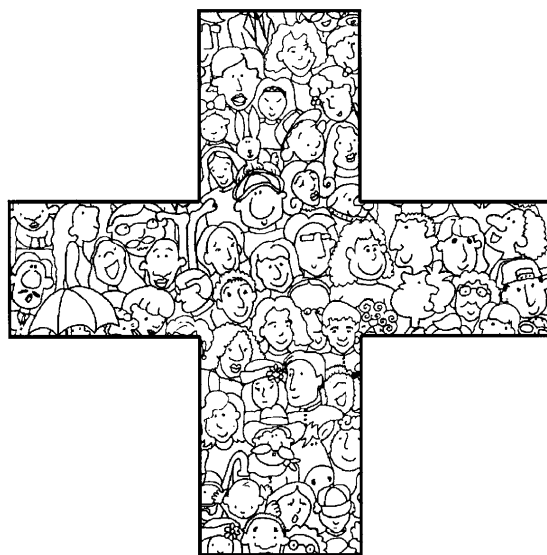


Saint Catherine of Siena



Go into all the world and proclaim
the good news!

Mk 16:15

Religious Education Program

Handbook

2008 - 2009

September 7, 2008

Dear Parents, Guardians and Students,

Having been blessed so richly in recent years with many opportunities for travel, I have been able to put a face on the expression that we as Catholic Christians are part of a universal church. My full realization of this has come with being in churches where other languages are spoken. Even in the churches whose language was not one that I understood, the sacrifice of the Mass was the same for me. I could participate fully knowing well the progression of the Liturgy. It is through our Lord's sacrifice that we have been saved from the bonds of sin and can look forward to eternal life with Him.

Here at St. Catherine's Church, in our Religious Education Program, our focus is on our children. In them lies our future. We must realize their fragility and handle them with care. With our children we have been given a tremendous gift from God. They have been given to us to love and nurture and teach. Their successes depend upon our willingness, as adults, to accept that responsibility. Their foundations will not tolerate the adversities of life if we do not take an active positive role in all that that they do. With their every breath we must be there for them, as the providers of bodily **and** spiritual needs.

Our program provides to our children and young adults excellent building blocks for their Catholic Christian faith. This portion of their Catholic education is provided by teachers who will share their faith, and faith experiences, with students in the classroom. We look forward to a group of students who possess an eagerness to learn of the love of the Lord. We invite parents to be active, putting their faith into action, as they continue the teaching begun here with good example for their children. We pledge to provide for our students an exceptional religious education in our Catholic Christian faith as we work in close collaboration throughout the upcoming year.

Contained within this manual are procedures and guidelines, which have been approved and put into place by St. Catherine Board of Catholic Education. I ask that you read them closely so that you may be informed of the expectations of all who are involved in this program. Parents and students in Sacramental years should pay close attention to the specific guidelines and expectations governing those years. Should you have any questions concerning these guidelines or procedures please feel free to contact myself or our Pastor, Father Stef Bankemper.

I welcome you and look forward to our upcoming year. I especially urge you as parents to fully participate in the religious education of your child. We know that a child's most profound education is delivered at home. Let us always be vigilant of the charge that the Lord has given to us. May God bless each of you. Be assured of my prayers for a fun and faith-filled year.

God Bless,

David P. Kohrs
CCD Coordinator

Table of Contents

CCD Class Calendar	page 3
CCD Special Events Calendar	page 4
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, Preparation for Sacraments Policy	page 12-13
Discipline Policy Search and Seizure Policy	page 14
Injuries or Illness During Class Blood Borne Pathogen Policy Fire 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
2008 – 2009**

2008

September	7	14	21	28		
October	5	12	19	26		
November	2	9	16	23	off	
December	7	14(CCD Advent Program)		off	off	

2009

January	4	11	18	25		
February	1	8	15	22		
March	1	8	15	22	29	
April	off	off	19	26		
May	3 (CCD Closing Program)					

**SPECIAL EVENTS CALENDAR
2008 – 2009**

September 7th	Opening CCD Class Open House for Parents Welcome Breakfast for Families
October 2nd	Evening of Reflection – Confirmation Candidates/Sponsors
October 14th	Confirmation Parent Meeting
November 8th	Insights Retreat – Confirmation Candidates
November 9th	Rite of Commitment for Confirmation Candidates/Sponsors
November 18th	First Reconciliation Parent Meeting
November 30th	No CCD Class – Thanksgiving Break
December 14th	CCD Advent Program – Parents/Students
December 21st	No CCD Class – Christmas Break
December 28th	No CCD Class – Christmas Break

2009

January 4th	CCD Classes Resume
January 22nd	<i>First Reconciliation</i> – 2 nd Graders/Parents
February	Love Boat Fundraiser
March 7th & 8th <i>(tentative dates)</i>	High School Retreat
March 10th	First Communion Parent Meeting
March 22nd	“Jesus Day” Retreat – 2 nd Graders/Parents
April 5th	No CCD Class – Spring Break
April 12th	No CCD – Easter
April 16th	First Communion Practice
April 19th	CCD Classes Resume <i>First Communion Liturgy</i>
May 3rd	Closing Program – Parents/Students Luncheon for Families Spring Registration for 2009 – 2010
May 14th	Confirmation Practice – Students/Sponsors
May 18th	Confirmation Retreat <i>Confirmation Liturgy</i>

**St. Catherine of Siena Church
Pastor**

Father Stef Bankemper office 441-1352

**Coordinator of Religious Education Program
Sacramental Coordinator**

David Kohrs home 441-1069 kohrssid@fuse.net

Teachers

Grade 1	Heather Stuempel	781-6122
Grade 2	David Lahner Jessica Renchen	441-2481 781-4252
Grade 3	Angela Anderson	291-5803
Grade 4	Mary Beth Schultz Natalie Schultz	781-9261 781-9261
Grade 5	Gina Traylor	781-0797
Grade 6	Kelly Hergott Linda Birkley	441-0137 781-7825
Grade 7	Jerry Schmits	442-7388
Grade 8	Sharon Kohrs	441-1069
Grades 9 & 10	Joe Feiertag Tom New	442-5353 781-4332
Grades 11 & 12	Rebecca Howard	781-3627

2007 – 2008 CURRICULUM

1ST Grade	God Is Good Introduces child to God, His love for us, prayer, creation
2nd Grade	God Cares For Us Children prepare to receive the Sacraments of Reconciliation and Eucharist
3rd Grade	We Believe Presents the main truths that Catholics believe and express in the Apostles' Creed. Students are called to the faith community and learn the ways Jesus is present to us during the Mass. This level also introduces Bible stories; devotions; and the concepts of vocation, healing, and response to God.
4th Grade	God Guides Us Introduces students to the Ten Commandments and the Beatitudes as guides for living. Students are taught that as followers of Christ we must know these teachings and live them well.
5th Grade	We Worship A journey toward a deeper understanding of our religious beliefs and traditions. Special emphasis is given to the Seven Sacraments.
6th Grade	God Calls A People Devoted to studying God's saving love as revealed in sacred Scripture, particularly in the Old Testament. This study of salvation history helps students gain a deeper appreciation of the person of Jesus Christ and His continued presence in the Church.
7th Grade	Jesus the Way, the Truth, and the Life Understanding of Jesus and His Message through His life and teachings. Developing a deeper relationship with God through prayer; understanding the Pascal mystery and closing in on the seven sacraments. Learning the Church's moral norms regarding sexuality; Making moral decisions.
8th Grade	Confirmed in the Spirit Based on the Rite of Confirmation, helps students to understand the Rite while preparing to celebrate the sacrament. It offers students a relationship with the Spirit, His gifts and fruits. Students learn the main doctrines of our faith and how to live life through the Beatitudes.
9th & 10th Grades	Morality – Meeting Jesus' Challenge in Everyday Life Dealing with Peer Pressure Moral Issues Related to Sex and Sexuality Alcohol and Drugs Living in Society
11th & 12th Grades	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

For those registering in the Spring for CCD for the following school year, fees are \$85.00 for one child, \$140.00 for two children, and \$180.00 for the three or more children, per year, for registered parishioners, with a maximum of \$180.00 per family. For those registering after June 30th of any given year, fees are an additional \$10.00 per student per year for registered parishioners with a maximum of \$210.00 per family. The fee for non-parishioners is double that of registered parish families. Fees are to be paid at the time of registration. Any special needs concerning fees must be discussed with the Coordinator of Religious Education.

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 11:20am. 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 are two meetings that second grade parents should attend, one prior to First Reconciliation, and one prior to First Communion.

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:

Students in **all grade levels** will be exposed to service activities throughout the year.

Students in the **seventh grade** will be required a total of 30 service hours, 10 in each of the following areas: Parish, Community, Home.

Students in the **eighth grade** will be required a total of 60 service hours, 20 in each of the following areas: Parish, Community, Home. A journal is to be kept about the hours completed. Journals will be collected several times throughout the year to monitor the student's progress, and provide help when needed. More information, including ideas, will be given to students and parents during the first class, and as needed thereafter. We also welcome ideas for service projects from our students and parents.

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

Fire drills will be held twice annually, in the Fall and in the Spring.

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

2008 – 2009

President

Julie Dupont

441-8065

Vice President

Secretary

Treasurer

**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 2008 – 2009 Board of Catholic Education is:

Nathan Myers 442-8529 nathansmyers@insightbb.com

The Vice President of St. Catherine's 2008 – 2009 Board of Catholic Education is:

Dave Wormald 781-6280 dwormald@fuse.net

The representative for St. Catherine's 2008 – 2009 youth Religious Education Subcommittee of the Board of Catholic Education is:

Jamie Hochleutner 781-0855 w.hochleutner@insightbb.com

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.