

Communication

- If you have any questions or concerns, please call Miss Kecera Rodrigue at 532-3533 or by email: krodrigue@htdiocese.org
- A paper calendar with announcements and events will be given out at the beginning of each month.
- Reminder1 App will be used this year for emergency announcements and reminders.
- Check out the Holy Savior Website: holysaviorchurch.com
 - For the CCD Calendar and information regarding the program.
 - In the event of class cancelations, please look on the website or call the rectory.
- The Religious Education Office Phone Number is 532-2536.
 - This office is open only during CCD class times.
- The Rectory/Office Phone Number is 532-3533.
 - This office is open Monday –Thursday 8:00am–3:00pm and Friday 8:00am—1:00pm.



Holy Savior Catholic Church
John Nambusseril, Pastor



The Office of Religious Education Policies & Guidelines Booklet

2017-2018

Policy & Guidelines



Mission Statement

Holy Savior Catholic Church's Religious Education program (CCD) is to build a foundation of faith, in partnership with parents, from which our children and families will grow in their knowledge of God and the Roman Catholic Church.

Religious Education Program Confraternity of Christian Doctrine (CCD)

The CCD program assists parents in the religious, moral and spiritual formation of their children by providing quality religious education in a nurturing, faith-filled environment. Through the cooperative efforts of parents, catechists, students and the Holy Savior community, our children will grow in their love for God and knowledge of their Catholic faith, develop their God-given gifts and talents, and live as contributing, respectable citizens.

Dress Code:

- All Students should be modestly dressed at all times.
- Students may wear School uniform shorts only.
 - No exercise short shorts; such as tennis shorts or Nike shorts
- T—Shirts must be appropriate for church.
 - Tank tops or muscle shirts are not allowed.
 - Shirts may not have words or images that are offensive.
- Hats and hoodies are not to be worn inside the classroom or during prayer times.
- Grooming should be completed before class.
 - Such as fixing hair, make—up, nails, etc.



Policy & Guidelines

General Rules

- Respect for the CCD Volunteers and each other.
- No student is to leave the school grounds without permission once dropped off.
- The Holy Savior School Building is shared by Holy Savior School Students and Parish Religious Education Students. All property should be treated respectfully inside and outside of the building.
- Medications should be given by parents before or after classes.
- There is No smoking, alcohol, or drugs at Holy Savior by anyone.
- No Weapons of any type are allowed on premises.
- Cell phones should be turned off before class begins.
- Headphones, CD players, games, toys or any other distracting devices are not allowed at CCD Classes.
 - Items not allowed will be collected and returned at the end of class.

Policy & Guidelines

Drop Off & Pick Up:

- All students in grades K –11 are to be dropped off no earlier than 5:50pm.
 - Classes begin at 6:00pm. Doors will be closed at 6:05pm.
- For safety reasons, there will be no parking or walking students into the building at any time. if you have business with office staff, call the office at 532-2536.
 - All students in Grades K –11 are to be dropped off and picked up in designated areas
 - A Walkie—talkie system will be used during the pick—up process.
- Students are not allowed into classrooms before or after class time without a staff member.
- Tuesday Night
 - **Grades K –3 students** are to be dropped off and picked up in the horseshoe—shaped entrance on School St.
 - In the drive through process; if you have a 4-6 grade child along with a K –3 , we will allow drop off only in the K –3 area.
 - **Grades 4—6 students** are to be dropped off and picked up in the parking lot on Church St. in a drive through process only.
 - In the drive through process; if you have a K-3 grade child along with a 4-6 grade, we will allow pick up in the 4-6 grade area.

Policy & Guidelines

- **Monday Night**

- **7-9 Grade students:** are to be dropped off and picked up in the horseshoe—shaped entrance on Church St.
 - In the drive through process only.
 - Students are to wait in breeze way for classes to begin.
- **10 –11 Grade students:** are to be dropped off and picked up in the horseshoe—shaped entrance on School St.
 - Students are to walk through the hall to wait under the breeze way for classes to start.
- **11th grade student drivers**
 - Are to park in the gravel parking lot on School St. between the school and gym.
 - They are to walk to the school and wait under the breeze way for admittance to the classrooms.
 - **Note:** if a student driver is unsafe while driving, the parents will be notified and driving to class privileges will be revoked.

- **Late drop off**

- Walk students to the office entrance on Church St. and knock on the door. If no one answers, please call: 532-2536.

- **Circle of Grace**

- Are lessons that are taught every year concerning child abuse/ good touch & bad touch.
- These lessons will take place at the beginning of the school year.
 - If you do not want your child to attend these two classes, you must sign a waiver form from the Diocese stating your refusal.
 - For more information call Miss Kecera at 532-3533.

Discipline:

- CCD Teachers and Volunteers will receive the children's respect and cooperation in the classroom.
- Any student that violates a rule will be:
 - **First offense:** Referred to the CCD Office and parents will be notified.
 - **Second offense:** Parents will be Called and a Director—Parent Conference will be mandatory before the child can attend class again.
 - **Third Offense:** A conference with the Pastor, Parent and Director will be mandatory.
 - The child may be asked to leave the program for the year.
- Students will be permanently dismissed from the program for any of the following: physical violence, or any action which causes physical harm, causing damage to the building, carrying weapons, smoking, alcohol or using drugs of any kind.

- **Service Hours**

- **7th grade students** are responsible for earning 5 hours of community service.
- **8-9th grade students** are responsible for earning 10 hours of community service.
- **10 –11th grade students** are responsible for earning 15 or more hours of community service.
- Points are collected throughout the school year.
 - **7-9th grade students** must have hours collected and turned in by April 17, 2017
 - **10 –11th grade students** must have hours collected and turned in by February 20, 2017

- **Retreats:**

- **All students must attend and participate in scheduled retreats.**
 - If a student misses a retreat he or she will have to make it up in another parish.
 - Make ups are scheduled by the director.

- **Advent/ Lent:**

- **Way of the Cross**
 - We strongly encourage all students and parents to attend this event on Fridays. Times will be announced.
 - The schedule can be announced in the student calendar.
 - Roll call will be taken.

- **Confessions**

- Fr. John will offer special times to hear the students' confessions during Advent and Lent.

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- **Pick Up & Drop Off By Someone Other Than The Parent**

- If someone other than the parent or guardian is picking up a student, a note must be sent to the office or call 532-6111 to inform the staff.

- **Church Pick Up & Drop Off**

- When class takes place at church, students are to be dropped off in the drive through canopy on Church St.
- Students who drive are asked to park in the parking lot near the Rectory/ Office.

- **Sever Weather Pick Up & Drop Off**

- All students are to be picked up and dropped off in the horseshoe—shaped parking lot on School St.
 - One line drive through process will be used.

- **Early Pick Up**

- Written permission from a parent or guardian must be sent to the office for early dismissal.
- The child is to be picked up in the office.
 - Please call the office before pickup.

- **Dismissal/ Pick Up Times:**

- **K –3 grade students** are to be picked up at 7:15pm.
- **4 –11 grade students** are to be picked up at 7:30pm.

Policy & Guidelines

Homework/ Supplies

- Home learning activities/ missed lessons should be completed, signed by a parent and returned the following week.
 - It is the responsibility of the parent to ensure all make up work is completed.
- Students must bring their religion books, paper, and pencils to class.

Progress Reports:

- Will be sent home quarterly, coinciding with the Public School schedule.
 - Must be signed by a parent then returned to the teacher by the next class time.



Policy & Guidelines

Attendance:

- Will be taken during the first five minutes of class.
 - If the student is late, please have him/ her report to the office before going to the classroom.
 - Any consistent tardiness will be discussed with the Director.
- If the student is absent from the class, a written note from a parent is required explaining the reason for the absence.
 - Lessons have to be made up.
 - 3 unexcused absences are allowed throughout the year.
 - A conference with the Director must be scheduled after 3 unexcused absences.
- Mass Attendance:
 - In accordance with the third commandment, all students are obligated to attend Mass on Sundays and Holy Days of Obligation.
 - Parents/ Guardians are encouraged to attend Mass with their child/ children.
 - Attendance at monthly Religious Education Family Masses is important to our program.
 - All students must attend his or her class Mass and sign in at the back of Church before Mass begins.
 - The Mass schedule will be announced in the student announcements