



# Christ the King Religious Education Program

Religious Ed.  
Open House  
6:30-7:30p.m.  
Wednesday,  
September 5th.  
Meet the  
catechists and  
enjoy a cool treat!

## Agreement Page Parent & Student Handbook 2007-2008

Please sign and return this top page at our Open House on  
September 5<sup>th</sup> or deliver to the Religious Ed. Office by September 12<sup>th</sup>.  
Thank you and welcome to our program!

This is to acknowledge that we have received and read the Religious Education Program Handbook of Christ the King Parish. We understand and agree to cooperate with the guidelines set forth in this handbook.

The Religious Education Program reserves the right to amend these guidelines and will give prompt notification of any changes.

Please PRINT.

Last Name of Students: \_\_\_\_\_

Custodial Parent(s) Name(s): \_\_\_\_\_

Parent(s) e-mail address(es): \_\_\_\_\_

*\* If more than one e-mail address is given, please state the owner of each address.*

Signature of parents/guardians: (If married, both parents should sign.)

\_\_\_\_\_  
\_\_\_\_\_

Signature of student(s) \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

Date: \_\_\_\_\_

**CHRIST THE KING PARISH  
RELIGIOUS EDUCATION PROGRAM HANDBOOK FOR 2007-08**

*Living In & Out His Love*

Pastor: Fr. Steven Stillmunks

Senior Associate: Fr. Wayne Schlautman

Religious Education Administrator: Mrs. Colleen Leise

Religious Education Office located at 831 So. 88 St. 68114

Office Hours - Monday, Tuesday, Thursday, Friday: 7:45a.m. – 3:45p.m.

Wednesday: 7:45a.m. – 8:00p.m.

Religious Education Phone: 402-391-3624 Fax: 402-391-2418

E-mail: leisec@ctkomaha.org

Our Religious Education Program is a cooperative effort between the catechists and the parents of our parish community. It is to be a vital support to the lived-faith present in the child's home environment. Our program provides instruction to our students in Catholic teachings and traditions and also meaningful prayer, sacramental and liturgical experiences.

**Mission Statement:** Helping students to live the teachings and Good News of Jesus as revealed through the Roman Catholic Church so that our students may grow in their relationship and love of God, in their Catholic faith, and their desire to serve others.

**Enrollment:** Families who enroll their children in the Religious Education Program must be registered members of this parish before enrollment will take place.

**Registration Fee:** A fee of \$110 per child with a maximum of \$300 per family will be payable at the time of registration. If a financial situation prevents such payment, then arrangements should be made with the Religious Education Administrator or the Pastor. A late fee of \$35 per family will be charged if registered after May 4<sup>th</sup>, 2007, unless the family is a new parishioner of Christ the King.

**Location of classes:** Christ the King School and parish property where applicable.

**Day:** Wednesday evenings as stated on the yearly calendar.

**Time:** 6:30p.m. - 7:45p.m.

**Arrival:** Class begins promptly at 6:30p.m. Parents are responsible for the arrival of their children, which includes waiting to insure that their children enter the building. **Children are not to be left unattended outside prior to Religious Education class.** The inside hallway in front of the school office is the designated, supervised area where students may wait between 6:15p.m. - 6:25p.m. They will then be allowed to walk down to their classrooms at 6:25p.m.

**Late Arrivals:** Late arrivals are to be discouraged as they are disruptive to the class. **If you would bring your child to Religious Education class later than our starting time of 6:30, you must park your car, walk them into the school, and sign them in at the office.**

**Dismissal**

- PLEASE BE PROMPT IN PICKING UP YOUR CHILD AT **7:45p.m.**
- The catechists will dismiss students through the front entrance of the school building. If you park your car, you may wait for your child(ren) in the corridor by the office. Parents of younger children may wish to pick up their child at their classroom door at 7:45p.m.
- Please be patient. Occasionally a class may be late in dismissing due to a special project or clean up. You may need to park or drive through a second time in order to keep traffic flowing smoothly.
- If you would need to pick up your child early from class, please send a note stating the time and come into the office to pick them up. Students will not be allowed to wait outside the building for you.
- There will be parent volunteer Dismissal Helpers. They will assist the catechists as children are waiting to get into cars.

**Dismissal-Late Charge:** There is no extended-care program. If students are not picked up by 8:00p.m., they will be brought to the office. There will be a charge of \$5.00. After 8:00p.m., parents must come into the school and pick up their children. For every fifteen minutes later than 8:15p.m., an additional \$5 will be charged. Payment will be paid upon pick-up of children.

**Absences:** Regular attendance at Religious Education classes is an important factor in deepening a child's lived faith. If a student is to be absent, please notify the Religious Education Office at 391-3624 **before 6:30p.m.** on the evening of class, or have one of your other children drop off a note at the office when they come for class.

**Cancellations:** If class is canceled, it will be announced on KFAB AM 1110 as soon as possible that day. Whenever either Christ the King School or Westside Community Schools is closed because of the weather, the Religious Education Program will be canceled for that evening. If you have any questions about cancellation, please call 391-3624.

**Dress Code:** Students are to maintain a respectable appearance. This appearance may be casual, but without holes or inappropriate messages. Shorts may be worn if they are no more than two inches above the knee. Capri pants are also acceptable. Shirts for both boys and girls must be long enough to cover their midriff and sleeveless shirts must have two inches across each shoulder. ***Students will be sent to the office to contact their parents to bring them a change of clothing if they do not follow this dress code. Appropriateness of all attire worn to Religious Education Class will be left to the discretion of the Religious Education Administrator.***

**Fire Safety and Tornado Preparation:** Being prepared is the first step in keeping safe. In the event of an emergency parents may obtain information about their child(ren) from the Religious Education Administration. Parents will be further advised if they would need to identify themselves at hospitals, Red Cross, etc., in order to make contact with their child(ren).

Fire Safety

- a. Fire drills will be conducted twice a year. All students, staff, and catechists will depart the facility to the parking lot next to Shamrock Road in front of the school.
- b. In case of a real fire emergency, children will be taken from the parking lot to the church to wait safely for further instructions.

Tornado/Natural Disaster Preparation

- a. In the event of a tornado or other natural disaster, catechists will be warned, if possible, of the approaching danger. If a tornado warning is sounded, everyone will move to a designated area in the lower level of the school. Catechists and students will remain there and the school building will be locked until the warning has expired.

**Visitors:** If parents/guardians have made prior arrangements with the catechist, parents/guardians are welcome to visit their child's classroom during Religious Education class. The office must also be notified of this. Siblings or friends of the student will not be allowed in class during our Religious Education Program.

***\*Note: All parents or other visitors must check into the Religious Education Office upon entering the building. This is an important safety precaution for everyone in our building.***

**Traffic Flow for Arrival and Dismissal:**

- All students should be dropped off and picked up in the school parking lot unless previously instructed otherwise.
- Traffic enters off Shamrock Road and exits on 88th Street.
- All cars should pull forward as far as possible to allow the maximum numbers of cars to load and unload.
- If students are dropped off at the curb next to the front entrance, they need to exit the car on the passenger side and not cross the line of traffic.
- No parking on 88th Street.
- If you like to park and walk in with students, please park in either of the two front parking lots.
- **IF YOU PARK AND STUDENTS HAVE TO CROSS THE DRIVE OR TRAFFIC AREA TO GET TO OR FROM THEIR CAR, AN ADULT MUST ACCOMPANY THEM.**

**Treats:** Food, candy, chewing gum, soda pop, etc. are not allowed in the building unless the Religious Education Administrator gives special permission.

**Health:** Notify our office if your child has a health problem that may affect them during our Religious Education Program. This includes asthma, allergies, hyperactivity, hearing or sight difficulties. Learning disabilities need to be stated in writing on the registration form and discussed with the Religious Education Administrator and the designated child's catechist(s).

**Medications:** Due to our short time together for class, medications are to be administered at home by the parent prior to coming to Religious Education. If a child needs to use an inhaler or other emergency medical device, it needs to be dropped off in the office. This medication must be in the original pharmaceutical container, labeled with the child's first and last names, date prescription filled, name of prescribing physician, medication expiration date, and directions for administration and storage of medication. Parents must also complete a Medical Authorization Form in the office before we can dispense a medication to a student. Non-prescription medications will not be administered. Christ the King Religious Education Program assumes no responsibility for side effects of medications administered.

**Discipline:** Religious Education at our parish is a privilege, not a right.

- Students are to be respectful of themselves and others in order to maintain a high standard of Christian behavior.
- Students are to contribute in a positive manner to the learning environment.
- Students are to follow our overall program and classroom procedures.

**Under most circumstances, the following steps will be implemented for inappropriate behavior that warrants removal from class:**

- (1) The student will be sent to the Religious Education Administrator along with a Student Discipline Referral Form describing their behavior. The student will not be sent back to the classroom that evening, but will remain responsible for the assignments given. The administrator will work with the student to complete a plan of action with positive self-discipline skills. The Student Discipline Referral Form, which includes the plan laid out for changing the behavior, will be sent home for parents to sign. The student will also write an apology to the catechist. Both the form and the apology must be returned before the child is permitted to re-join the next class.
- (2) If a student is sent to the office more than one time in a one month period, a conference will be set up with the catechist, parent, child, and Religious Education Administrator to review the purpose of our mission and consequences if a plan of action is not followed. The pastor will be informed of this type of conference and may attend, or be a part of, the decision-making process.
- If, after the conference described in (2) above, the student continues to engage in inappropriate behavior, the Pastor, in his sole discretion, may suspend or expel the student from the Religious Education Program.

Notwithstanding the above, Christ the King reserves the right to suspend or expel a student at any time if the Pastor, in his sole discretion, determines that the safety and welfare of other students or staff are at risk.

**Items Not Allowed at Religious Education:**

Items that may be regarded as a distraction to learning will be termed "nuisance items." Examples include, but are not limited to, cell phones, beepers/pagers, laser pens, personal CD players, etc. These items are not allowed to be brought to Religious Education class.

**Under most circumstances, if a child is discovered to be in possession of such objects, the following procedure will take place:**

- The child will be asked to hand the object over to the catechist for safe-keeping until the end of the class, at which time it will be returned to the child along with a *Nuisance Item Form* that will be sent home to the parents with the instruction that the object is not to be brought back to Religious Education class. Along with this Form, which will be signed by the parents and the student, a written apology to the catechist must also be presented before the child is permitted to re-join the next class.
- If the child refuses to hand over the object, the child and the object will be sent to the office and parents will be called. The Religious Education Administration will ask the parent's permission to remove the item from the child's possession or the parent will be asked to come to the Religious Education Office and remove it from the child's possession. The signed *Nuisance Item Form* and written apology will be required as above, with an additional consequence for refusing to cooperate/follow instructions from an adult staff member. The additional consequence will be an in-house suspension of one week's class. This means the child would come to the next Religious Education class and would complete the assigned work for that week in the office. Note: Parents will be held financially responsible for any damages that may incur as a result of their child's actions.

Note: If an item could be used to injure another person, it will be termed a weapon, and reference should be made to our weapons policy.

**Care of Building & Respect for Property:** Students will show appropriate respect for all parish property and belongings of others. Great care needs to be taken by all to maintain the building so it will serve students well into the future. Parents will be held financially responsible for any damages that may incur as a result of their child's actions.

**Policies that are adhered to during our school day will be adhered to during our Religious Education Program.**

**Smoke-Free Building:** Christ the King School is a smoke-free facility. (Policy 3501)

**Drug Free Zone:** Christ the King School is a Drug Free Zone in accordance with the city of Omaha. (Policy 3502)

**Weapons:** Students are forbidden to possess, handle, transmit or use knowingly and voluntarily any instrument in Christ the King School or Parish Property or at any Religious Education event or place of instruction that is ordinarily or generally considered a weapon.

Any object which could be used to injure a person and which has no Religious Education-related purpose will be considered a weapon for purposes of this code. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives or other chemicals.

Police will be contacted when there is a suspected violation of criminal laws concerning weapons. A first offense in violation of the weapons policy will result in immediate suspension and possible expulsion from our program. A second offense in violation of this weapons policy will result in immediate expulsion. (Policy 5037)

**Violence:** We have a NO TOLERANCE policy when it comes to violence issues. Any student who has written or is passing a note, talking about violence and use of weapons or drawing pictures regarding violence and/or weapons will be dealt with in the following manner. The police will be called and action will be taken. The student will be suspended from Religious Education for a minimum of one class. If it is determined that the threat is serious and dangerous and the safety of the Religious Education Program is compromised, the student will be expelled.

**Child Abuse:** In cooperating with Law Enforcement Personnel or other Government Agents requesting access to students, administrators will grant such access with the expressed wishes of the student's parent(s) or legal guardian. Exceptions to parental wishes must be made in the case of warrants for arrest and in the case of suspected child abuse as defined in Nebraska statutes. (Policy 7010) Pursuant to state law, we are required to report suspected child abuse, and we will also follow diocesan policy on such matters.

All staff members and catechists are required each year to complete and sign a volunteer application. Within this application, each person affirms that he/she does not use illegal drugs, has not been convicted of a criminal offense, has not been charged with child abuse or neglect, and has not had their driver's license ever suspended or revoked. In addition to this, paid staff and volunteers who have regular contact with children and young people will comply with the requirements of the following:

**RESPECTING ALL OF GOD'S PEOPLE: THE CATHOLIC ARCHDIOCESE OF OMAHA'S POLICY FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE**

The 2004 policy is a revision of its original 1990 Omaha Archdiocesan policy for protection of children and young people. This revised policy addresses accountability, obligations and responsibility on the part of priests and deacons and all adults who have regular contact with children and young people in the name of the Church. This revised policy also recognizes and cooperates with the requirements and procedures of applicable state and local law regarding the protection of children and young people, the prevention and response to incidents of actual or suspected sexual abuse and misconduct of children, young people and vulnerable adults.

As part of this policy,

- Safe Environment training shall be required for: all personnel of the Archdiocese, i.e. priests, deacons, paid staff and volunteers who have regular contact with children and young people on an annual and continuing education basis. This program will provide education and training about ways to make and maintain a safe environment for children, which includes the issue of abuse of children, to include sexual abuse.
- All prospective personnel of the Archdiocese, who shall have regular contact with children and young people in the name of the Church, at the time of being offered a position, shall receive an explanation and the appropriate forms for a criminal background check.

You may further reference this policy by going to the Omaha Archdiocesan website [www.archomaha.com](http://www.archomaha.com) and clicking on "Charter for the Protection of Children."

**Ethical Use of Technology:** Christ the King Religious Education Program is committed to using technology in an ethical way. Students will be required to sign and abide by the terms of the Christ the King Acceptable Use of Computer Facilities Policy prior to use of our computers. Behavior such as "hacking", using another's password, using the Internet in an inappropriate manner, or without adult supervision or other such behavior will not be tolerated. Disciplinary action, including loss of computer privileges, will be taken if such behavior occurs.

**Grade Level Prayers:** Prayers will be introduced, developed, and possibly memorized throughout the grade levels K-8. Families are encouraged to pray these prayers together in their home. Other prayer forms will also be a part of their religious experience.

**Grade Level Texts:** The Kindergarten textbook is the I Am Special, Fifth Edition that is published by *Our Sunday Visitor*. Grades 1-6 are using the Faith First Parish Legacy Edition. Seventh grade is using Faith First Mystery of God, and eighth grade will have Faith First Morality-Life in Christ. These textbooks for Grades 1-8 are published by *RCL (Resources for Christian Living)*. For Confirmation formation, RCL's Confirmation text will be used in the spring of their 7<sup>th</sup> grade and the fall of their 8<sup>th</sup> grade year. If a book is lost, a fee to cover the cost of another book will be charged to the parents.

**Sacramental Preparation:** Formation for sacraments of First Reconciliation, First Communion, and Confirmation is a two year process at Christ the King Parish. Students receive First Reconciliation in the fall of second grade and First Communion in the spring of second grade. Confirmation formation begins in seventh grade and continues into their 8<sup>th</sup> grade year when they are confirmed in November on the Feast of Christ the King.

**Progress Reports:** These will be given at the end of the first semester along with **Parent/Teacher Conferences**. An attendance record will be given as part of this Progress Report. You are always welcome to contact your child's catechist. However, we do ask that you please respect the catechist's time before class, so they may complete preparations. Making an appointment is a good idea for all concerned. Please contact catechists through the Religious Education Office at 391-3624 or via e-mail at [leisec@ctkomaha.org](mailto:leisec@ctkomaha.org).

**Communication:** Keeping our families informed is important. A weekly communication, "*The Religious Ed Flash of News*," will be sent home with the students listing activities and events that pertain to the families of our program. We would like every family to provide us with a parent's e-mail address, if one exists. Communication in the form of reminders or cancellations, etc., may be sent to families via e-mail. Parents and participants in our program are welcome to provide comments and suggestions at any time by means of a phone call, e-mail, or personal appointment with the administrator.

**Altar Servers:** Students in grades 6<sup>th</sup> – 8<sup>th</sup> have the privilege and responsibility to serve at mass at assigned times throughout the year. Fifth graders will be trained in the spring and then be installed to also serve. When serving, girls should wear a skirt or dress, knee length or longer. Boys should wear nice pants and shirt. No jeans, tennis shoes, hiking boots, or sandals are to be worn by girls or boys.

**Right to Amend:** This handbook is primarily a means of communication. It is meant to provide you, the parent/guardian, with helpful information on how we intend to go about our work. The Christ the King Religious Education Program reserves the right to amend this handbook as necessary. Parents will be notified, in writing, if changes are made to any procedures or information contained in this handbook. At least two weeks notification will be given, if possible, for changes of time or procedures.