



Christ the King Religious Education Program

Religious Education

Open House

6:30-7:30p.m.

Wednesday,

August 29th.

Meet the catechists
and enjoy a cool treat!
Mark your calendar!!

Agreement Page Parent & Student Handbook 2018-2019

Please sign and return this top page at our Open House on August 29th or deliver to the Religious Ed Office by September 5th.

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 Student(s): _____

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 2018-'19**

Living In & Out His Love

Pastor: Father Damien Cook

Parochial Vicar: Fr. Benjamin Boyd

Director of Religious Education: Mrs. Christina Sanchez

Religious Education Office located at 831 So. 88 St. Omaha, NE 68114

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

E-mail: sanchezc@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 can 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 Business Manager or the Pastor. A late fee of \$15 per family (if registered after May 3rd, but before June 1st) or \$35 per family (if registered after June 1st) will be charged 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: 6:30pm. - 7:45pm.

Arrival: Class begins promptly at 6:30pm. Parents are responsible for the arrival of their child(ren), which includes waiting to insure that their child(ren) enter the building. **Child(ren) 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 6:15pm. - 6:25pm. They walk to their classrooms at 6:30pm. **Please have the child(ren) to the school no later than 6:25pm.**

Late Arrivals: Late arrivals are to be discouraged as they are disruptive to the class. **If you have to bring your child(ren) to Religious Education class later than our starting time of 6:30pm, 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 7:45pm.**
- 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. **FYI: the doors to the Middle School are on an alarm – no one may go in or out of those doors at any time.** All Kindergarten, 1st and 2nd grade parents must come into the school for dismissal. Please plan to leave through the gym doors to help with the traffic.
- 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 it is necessary to pick up your child early from class, please send a note stating the time and come into the office to get them. Students will not be allowed to wait outside the building.
- There will be parent volunteer Dismissal Helpers. They will assist the catechists as children are waiting to get into cars.
- **Please do not park in the dismissal line area right next to the sidewalk.**

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 and is strongly encouraged. If a student is ill or must be absent, please notify the Religious Education Office at (402) 391-3624 **before 6:15pm** on the evening of 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 District 66 cancels after-school activities because of weather, Religious Ed classes are canceled. If you have questions about cancellation, please call (402) 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. Inappropriate writing on clothes is not acceptable. ***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 Director of Religious Education.***

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 once or twice a year. All students, staff, and catechists will depart the facility.
- 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. **Kindergarten, 1st and 2nd grade students need to be picked up inside the school. Exit will be through the gym doors.**
- 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 park and walk in with students, please park in either of the two front parking lots **(do not park by sidewalk).**
- **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 Director of Religious Education gives special permission. **Please do not allow your child/children to come to Religious Ed with gum.**

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 Director of Religious Education 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 Director 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 Director of Religious Education 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, and/or be a part of, the decision-making process.
- (3) 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. If a student must have a cell phone, it must be turned off from 6:30pm-7:45pm (all of class time).

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 Director of Religious Education 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.

Bullying: This is not a Christian way to treat others and is not acceptable behavior. Bullying is a serious matter and will be dealt with promptly.

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 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, and has not been charged with child abuse or neglect. 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. Safe environment re-certification is required every five years.
- 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 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, damaging computers or anything in the computer lab, 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 hopefully 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. **There is not enough class time to work individually with the students on prayers. Parents are expected to work with their children on prayers, including listening to their prayers on a consistent, daily basis.**

Grade Level Texts:

Kindergarten: *I Am Special, Fifth Edition Revised by Our Sunday Visitor*
Grades 1, 3, 4, 5: *Faith First Parish Legacy Edition (with Roman Missal changes) by RCL-Benziger.*
Grade 2: *Eucharist and Reconciliation by RCL-Benziger*
Grade 6 *Encounter by Ascension Press*
Grades 6-7-8: *Chosen by Ascension Press*

If a book is lost, a fee to cover the cost of another book will be charged to the parents.

Sacramental Preparation:

A required parent "catechetical class" for each sacrament (First Reconciliation, First Holy Communion, and Confirmation) is scheduled annually. Details concerning date/time/place will be emailed to the families. Students receive First Reconciliation in late-fall of second grade and First Communion in the spring of second grade. Throughout the Confirmation formation years (6th-8th grades) basic Catholic faith facts will be taught/reviewed. In the fall of the 8th grade year, there will be a final review of faith teachings which includes a test, attending Reconciliation and spending time in Eucharistic Adoration, completing a Saint Project, and finally, the Rite of Confirmation which is done in November on the Feast of Christ the King.

Attendance during Sacramental Preparation

Formation for the sacraments of First Reconciliation, First Communion, and Confirmation is a two-year process at Christ the King Parish. In receiving these Rites, attendance at Rel Ed classes will be especially important. While we understand some absences occur due to illness or family emergency, the following policy will be in place.

- **If a student is absent up to three times in year one or year two of the formation process, a reminder will be emailed.**
- **If a student is absent more than five times in year one or year two of the formation process, the student may need to repeat that class, which may delay him/her receiving the sacrament by one year.**
- **Due to Confirmation being in November of 8th grade, if a student is absent two times in the first semester, a reminder will be issued. If the student misses an additional class in their 8th grade year, the student will need to speak with the pastor (or his delegate).**

Progress Reports: These will be mailed home at the end of the first semester (during the Christmas break). 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 (402) 391-3624 or via e-mail at sanchezc@ctkomaha.org.

Communication: Keeping our families informed is important. A **weekly** communication, "**Flash of News,**" will be emailed home (usually on Wednesday evenings) 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 6th – 8th have the privilege to serve at Mass at assigned times throughout the year. Interested fifth graders are trained in the summer after their 5th grade year. 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.