

**CHRIST THE KING
RELIGIOUS EDUCATION
PROGRAM**

PARENT HANDBOOK
2019-2020

Website: www.ctkomaha.org/religioused

Christ the King Church

654 S 86th Street
Omaha, NE 68114
Phone: (402) 391-3606

Christ the King School Religious Education (RE)

831 S. 88th St.
Omaha, NE 68114
Phone: (402) 391-3624

Pastor

Father Damien Cook
djcook@archomaha.org

Associate Pastor

Father Benjamin Boyd
bboyd@ctkomaha.org

Director of Religious Education (DRE)

Christina Sanchez
sanchezc@ctkomaha.org

VISION STATEMENT

To help students live the teachings and Good News of Jesus as revealed through the Roman Catholic Church so that they may grow in their relationship and love of God, in their Catholic faith, and their desire to serve others.

MISSION STATEMENT

Our Religious Education Program is a cooperative effort between the parents of our parish community and the catechists. 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 through meaningful prayer, sacramental, and liturgical experiences.

WHAT YOU NEED TO KNOW

CLASS LOCATION

Christ the King School and Parish property where applicable.

CLASSES OFFERED

Christ the King Religious Formation is for students in Kindergarten through 8th grade.

DAY AND HOURS

All Religious Education classes are one hour and 15 minutes. Classes are held on Wednesday evenings from 6:30pm – 7:45pm, September through May.

In some instances, families request homeschooling for their child – if you are considering this option, please contact the Religious Education Office for additional information.

CALENDAR

The RE calendar is published annually, listing days of attendance, holidays, meetings and activities. Dates and events are subject to change as necessary and notice will be provided whenever possible. Calendar and program information is also available on our website at <https://www.ctkomaha.org/religioused>.

REGISTRATION PROCEDURES

REGISTRATION – PLACEMENT GUIDELINES

Religious Education class registration begins in March. Enrollment guidelines are as follows:

- Registration for the fall program is March 27th - August 28th. Registrations will not be accepted after August 28, except as directed/approved by the DRE.
- Balances from the previous program year must be paid prior to registering for the current year.

- All previous year grade-level requirements must be met prior to the registering for the next school year. For example, Confirmation saint reports or service project papers must be turned in prior to re-enrollment.
- All registration forms must to be completed prior to a student being placed in the Religious Education Program.
- Each student will be placed at the grade level that he/she attends in public school unless there is a special case designated by the parent/DRE.
- All families must be registered parishioners at Christ the King Parish.

TUITION

Registration fees will be reviewed and established annually by the Finance Committee. Parents/guardians will be informed about registration fees prior to the beginning of the Religious Formation year.

- Tuition prices for the 2019-2020 school year are as follows:
\$110 per child or maximum \$300 per family / Discounted pricing for catechists and helpers
- If the registration fee cannot be paid in full at the time of registration, please contact Christina Sanchez, Director of Religious Education for payment arrangement options.

REFUNDS

- Refunds will be determined based on the date of official notification to the RE Office and/or using the following guidelines :
 - 100% of the fee is refundable before September 1st.
 - Prior to December 1st, 50% of the remaining amount will be refunded, but after December 1st, no refunds will be given.
 - The registration fee will increase by \$15 after May 9th; and again increase \$20 after June 1st.

PROGRAM INFORMATION

PROGRAM TIME, ARRIVAL, DISMISSAL

Class time begins at 6:30 PM and ends at 7:45 PM.

Students may arrive anytime between 6:15 PM– 6:25 PM, but no later than 6:25 PM. They should be dropped off at the front entrance of the school, enter through the front doors of the school and wait inside the main hallway. Child(ren) are not to be left unattended outside in the front of the school building before the start of Religious Education class.

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 6:30 PM, you must park your car, walk them into the school, and sign them in at the office. When walking through the parking lot and across the drive-thru lane, an adult must accompany students at all times.

Please be prompt in picking up your child at 7:45pm. The catechists will dismiss kindergarten through 2nd grade in the corridor by the front office, and 3rd -8th grades outside the main entrance of the school. All kindergarten, 1st grade, and 2nd grade parents must come into the school to pick up their child(ren). All should then exit through the gym doors. There will be parent volunteer Dismissal Helpers assisting the catechists in the pick-up line.

If it is necessary to pick up your child early from class, please email or call the RE office and come into the office to check out your child. Please do not park in the dismissal line area next to the sidewalk.

Students will not be allowed to wait outside the building after dismissal.

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. If you park and walk in with students, please park in either of the two front parking lots. Do not park in the dismissal line along the sidewalk. No parking on 88th Street.

ATTENDANCE

To assure quality Religious Education for your child(ren), attendance at each class is expected and encouraged. If a child should be absent for any reason, a parent must call the RE Office at (402) 391-3624 or email the DRE at sanchezc@ctkomaha.org BEFORE class begins. If no call or email is received, the secretary will call the number provided on the Registration Form to determine the child's whereabouts. This policy is for the safety and welfare of all child(ren) of Religious Education families.

Students must be in their classrooms when class begins. No student may leave the school premises during class time or during a parish activity without a parent being present in the office.

Since attendance is of utmost importance, the DRE will notify you when absences reach 3 days during the program. We understand that situations arise and some absences are unavoidable; however, in order for students to receive the appropriate instruction for their current grade, they need to be in class. Parents of students who miss more than 3 days will need to contact their child's catechist in order to keep up-to-date on the lessons and assignments given in the classroom.

For a non-Sacrament preparation year, there will be a maximum of five absences before that year must be repeated and/or at the discretion of the Pastor.

In Sacrament preparation years, there will be a maximum of three absences before that year must be repeated and/or at the discretion of the Pastor.

DRESS CODE

A student's choice of personal appearance and hygiene should be left to the good judgment of the student and his/her parents or guardians, but the administration of the RE program has the responsibility to help develop values which contribute to a positive learning environment. The development of good taste in personal appearance should be a cooperative effort between the home and program.

The following dress guideline will be followed:

1. Student appearance should be a standard as to contribute to the general learning environment. Dress and appearance that either causes or has the potential to cause substantial disruption or material interference to the educational process will be determined by DRE and will not be allowed.
2. Students must accept the fact that appropriate dress for some activities and learning situations are not necessarily appropriate for others. The health and safety of the individual will not be jeopardized in favor of his/her personal preference in appearance and attire.
3. Shoes will be worn at all times.
4. Dress which contains vulgar or offensive words or language, or is sexually explicit, indecent or lewd or that advertises or promotes the use of drugs, liquor or tobacco products is prohibited.
5. Coats, jackets and hats/caps of any type are not to be worn in the school building or during class time.
6. Shorts/skirts must be appropriate in length. Shorts and skirts are to be modest in length—slightly above the knee is acceptable. When a student kneels down (keeping her back straight) the hem should touch the back of the calf. Please check this length regularly as many students grow sporadically during the year.
7. Oversized baggy pants or other pants pulled down below the waistline will not be allowed.
8. Please use discretion and keep in mind that modesty is the expectation at our Catholic School. Halter-tops, see-through clothing, tank tops, and mid-drift tops are not allowed. Tops with spaghetti straps, basketball shirts, etc., may be worn in combination with either a t-shirt or capped-sleeve shirt worn underneath.

Violation of the dress code will result in students being sent home to change. Repeated violations may result in a conference with parents and/or suspension.

CLASS EXPECTATIONS

CARE OF CHRIST THE KING SCHOOL AND PARISH

Students are expected to respect the school, classroom and desk. Students who damage or destroy parish and education facilities will be required to make complete restitution. Appropriate disciplinary action will be taken for all situations.

FOOD/DRINKS

Food, candy, chewing gum, soda, etc. are not allowed in the building unless the DRE gives special permission. PLEASE DO NOT ALLOW YOUR CHILD(REN) TO COME TO RELIGIOUS ED WITH GUM.

ELECTRONIC DEVICES

Students are allowed to bring cell phones to RE classes, but use during the class period is not allowed. Phones are to remain silent and put away during instruction. Christ the King Parish and RE program are not responsible for any electronic equipment brought to RE classes or events.

BEHAVIOR AND DISCIPLINE

Students in the Christ the King Religious Education program are expected to follow these rules:

- Respect yourself, others and things
- Contribute positively to the learning environment
- Follow parish and classroom procedures

Classroom disturbances will not be tolerated as class time is short and very precious. Catechists will handle matters immediately to help students learn how to use correct behavior and remain in the classroom learning environment.

The catechist will give one verbal reminder to help the student choose appropriate behavior. If the student misbehaves again, the catechist will send the student to the DRE with a completed Discipline Form. After the student conferences with the DRE, the catechist will determine if he/she wants the student to rejoin the class. A copy of the form will be mailed home for a parent signature and the form should be returned before the next class.

If the student is sent to the office for a second time or this is an ongoing problem from week to week, the student will remain in the DRE's office and parents will be contacted to meet for a conference. Students may not be allowed to further attend classes without a parent present. Additional problems will automatically require a parent to be present in the classroom for the remainder of the year's classes.

If a student chooses to put him/herself or others in danger, immediate action will be taken. This includes, but is not limited to:

1. Physical/psychological danger – fighting, rough play, and/or throwing objects that could harm someone or property; bringing dangerous or illegal items such as weapons, knives, matches, lighters, smoking material (including e-cigarettes), drugs, etc., to any area of the parish property; physical or psychological threats, intimidation, force or injury; leaving the parish grounds without permission; using normal objects in a dangerous way.
2. Abuse in tone, gesture, or word-harassment of any kind; any unwanted behavior that makes others feel unsafe or uncomfortable, intimidation/bullying; disrespect in action, tone, or gesture after repeated correction; profanity, vandalism.
3. Out of control behavior or willful misbehavior toward a catechist, aide, staff member or another student; being unable, incapable or unwilling to listen or follow instructions; repeated violations of classroom rules.

SUSPENSION

Christ the King reserves the right to suspend in-class instruction to a student if there is reason to believe that attendance at class could place the student or others in danger of physical or emotional harm. Suspension will be at the discretion of the Pastor and Director of Religious Education and could be due to events that occur outside of class and/or off the premises. The student and parents will be supported with materials (at the parent's cost) to continue the child's religious education at home until the student is approved to return to class.

Students caught pulling the fire alarm will be turned over to the authorities and subject to suspension or expulsion.

CURRICULUM AND INSTRUCTION

CURRICULUM

We are constantly looking at the most up-to-date curriculum that meets the objectives of the Archdiocese of Omaha's standards for Catechism of the Catholic Church. The texts may be updated from year to year.

Our curriculum....

- Helps to meet the needs of the students and families as they grow in the knowledge of their faith and live as disciples of Jesus.
- Is an innovative religion curriculum that empowers students and their families to answer the call to discipleship.
- Teaches scripture, doctrine, and liturgical celebration through its spiral structure.
- Challenges children to integrate faith in their life through activities and faith choices.

A booklet of Prayers and Practices will be given to each family at the beginning of the school year. Parents are encouraged and expected to learn and pray these prayers together with your child(ren).

CIRCLE OF GRACE

Circle of Grace is a Safe Environment program developed by the Archdiocese of Omaha in response to the Charter for the Protection of Children and Young People. Its focus is on educating and informing youth about the value of positive relationships with God and others. It is mandated that Circle of Grace is taught yearly to all children in archdiocesan schools, religious education programs, and youth ministry in Kindergarten through 12th grade.

Through the Circle of Grace program, adults assist children and youth to recognize that each of us lives within a Circle of Grace that holds our very essence in body, mind, heart, soul, and sexuality. Through the Circle of Grace program, children and youth are taught to identify and maintain appropriate physical, emotional, spiritual and sexual boundaries; recognize when boundary violations are about to occur; and demonstrate how to take action when boundaries are threatened or violated.

LITURGY OF THE MASS

Students receive initial instruction from their parents on the Liturgy of the Mass. We expect families to continue to attend Sunday Mass and Holy Days of Obligation on a regular basis.

"As members of the Christian community, all are called to participate actively in the liturgical prayer of the Church. Religious Education therefore must involve the student in his/her faith community and in that community's liturgy. Liturgy itself educates, it teaches, it forms community, and it forms the individual. It makes possible worship to God." (U.S.C.C.B., "Basic Teachings for Catholic Religious Education")

ALTAR SERVERS

Students in the 6th – 8th grades have the privilege to serve at Mass at assigned times throughout the year. Interested 5th graders and older are trained in the summer after the Religious Education school year has finished. 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.

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 the use of the 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.

STEWARDSHIP

Through our Baptism, God calls us to be good stewards of the gifts of time, talent and treasure given to us. A Christian steward is "one who receives God's gifts gratefully, cherishes and tends to them in a responsible and accountable manner, shares them in justice and love with others and returns them with increase to the Lord."

Students and families are asked and encouraged to share their gifts with our parish and community as often as possible. Each family will have opportunities to participate in parish service during the year. The RE Office will email families about opportunities that arise throughout the year. In addition, the parish bulletin, website and Facebook page will also give information regarding upcoming service and stewardship opportunities. Becoming a steward in our parish is an excellent way to build community and develop faith-centered relationships with others.

CATECHISTS AND CATECHIST ASSISTANTS

Catechists are stewards who willingly share their time and talents to educate our students and are required to participate in catechist formation throughout the school year. Catechists are provided opportunities to grow in their faith formation and learn new methods of catechesis through faith opportunities offered by the DRE at Christ the King, and through the Archdiocese. We strongly encourage all catechists and teachers to participate in Catechist Certifications through the Archdiocese of Omaha. Christ the King offers many other faith formation opportunities throughout the year that catechists and parents are invited to attend.

All catechists and assistants 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 2011 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.

SAFE ENVIRONMENT TRAINING

As required by the Archdiocese of Omaha, and directed by the U.S. Catholic Council of Bishops 'Charter for the Protection of Children and Young People', all clergy, lay ministers, paid staff and volunteers over the age of 19 who have access to children must take Safe Environment training and complete a background check before being allowed to work with children.

Dates and registration for Safe Environment Training are available on the RE and Archdiocese websites. Safe Environment certification is good for 5 years. If you are in need of recertification, it can be completed on-line through the Archdiocese of Omaha's Learning and Training Center at <https://archomaha.org/safe-environment>. Stewards must complete recertification prior to their current certification expiration. There is not a "grace period" for Safe Environment certifications. If certification is allowed to lapse, individuals will not be able to work with children until they are recertified by the archdiocese. For additional information on Safe Environment training and certification, please contact the DRE.

EMERGENCY SITUATIONS

SICKNESS OR EMERGENCY SITUATIONS DURING CLASS TIME

Family Emergency information is on file in the Religious Education Office. The information must be kept current at all times. If there is a change in your child's health information (allergies, medications, etc.) or contact information, please let the RE Office know immediately.

In case of illness or injury, parents will be contacted by phone and are responsible for arranging the child's transportation home. If the parent cannot be reached, emergency phone numbers will be called in order to obtain necessary help for the child. Children will not be allowed to walk home if sick or injured.

In the event of an emergency which requires immediate medical attention, the parent will be notified and/or 911 will be called. Should the child be transported by ambulance to the hospital, the parents will be billed.

The RE Office will not dispense any medications. Any medication a student would need should be dispensed at home before or after class. The DRE is the only person to authorize exceptions to this policy.

DISMISSALS FOR INCLEMENT WEATHER

Should icy or snowy weather occur, the RE program observes the school closing policies of District 66/Omaha Catholic Schools. If any of these schools cancel classes for the day or close during the day due to bad weather, we will not hold RE classes that evening. Occasionally, and because of deteriorating weather during the day, we may cancel RE classes late in the afternoon or early evening—even if the schools held classes that day. Any announcements to close evening classes will be sent by email, Flocknote, and posted on the Christ the King Facebook page.

Parents should use their discretion as to whether it is safe for their children to attend class.

FIRE/SEVERE WEATHER HAZARDS, ALARMS, DRILLS

Catechists are provided with instructions on how to lead the children in emergency situations. During emergency situations, silence and order will be maintained at all times. In the case of a tornado or weather-related emergency, all students, catechists and others present will be held in designated safe areas of the building until the all clear is given.

In the event of an emergency, parents will need to check with the RE Office before any child can be released. Students will not be released by the catechist without first verifying departure with the office.

- All catechists are versed in the proper procedures for emergencies.
- Directives are posted in each classroom for exiting the building or finding safe shelter in the event of a fire or tornado.
- In the case of a tornado warning, all students and staff will go to designated areas and take cover until the warning is lifted.
- No personnel will remain in the office to answer telephones or buzz in visitors. The RE Office answering machine will record any incoming messages. No one will be in the office to open doors.
- Parents/guardians are encouraged to take shelter for their own safety. We encourage parents/guardians to allow students to remain with the shelter at Christ the King school while the warning is in effect.
- Christ the King is not responsible for any injury occurring to parent/guardian or student choosing to leave the building during a tornado warning.
- Personnel will remain at Christ the King school until parents have claimed all children.
- Students caught pulling the fire alarm will be turned over to the authorities and subject to suspension or expulsion.

SAFETY/SECURITY PLAN

Christ the King wants every student to be safe and accounted for when under our supervision.

For the safety of everyone in our building, all school doors are closed and locked at all times. If your student is not in the building for the start of class, he/she must ring the doorbell and come to the office to check in with their parent or carpool.

All visitors must check in with the RE Office, entering through the main doors of the school. No adults or students are allowed to enter classrooms until the catechist is present. Students who are not registered with the RE program are prohibited from attending classes.

In the event there is information regarding a dangerous visitor, the RE classrooms will be locked-down and authorities will be called. All doors to the school will remain locked while classes are in session.

OUR POLICIES

COMMUNICATION

Keeping our families informed is important. A weekly communication newsletter will be emailed home 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. Communication in the form of reminders or cancellations, etc., will be sent to families via e-mail.

PARENTAL CONCERNS AND PROCEDURES

Every effort should be made to resolve questions, concerns and problems at the earliest possible stage in a manner appropriate for Christians. A parent who has a question or concern regarding a situation involving a student is urged to follow these procedures:

1. Contact the student's catechist to discuss the situation and work with the catechist to arrive at a possible solution.
2. If the concern cannot be resolved with the catechist, the parent should then request a conference with the DRE, where he/she will act as a facilitator between the two parties, making every effort to resolve the problem and initiate resolution.
3. If resolution or reconciliation has not been reached and the parent still feels the issue has not been addressed accordingly, the Pastor will be asked to assist.

COMMUNICABLE DISEASES

Students with a condition which may be passed onto others in the classroom must be excluded from attending RE classes until no longer contagious. These conditions include, but are not limited to:

1. Chickenpox – students may return after pox has scabbed.
2. Fever – students should remain home until 24 hours after a fever breaks (without use of over-the-counter medicines)
3. Infections – students should be kept home for a minimum of 24 hours after starting antibiotics.
4. Vomiting – students should remain home until 24 hours after an episode.
5. Diarrhea – students should remain home until 24 hours after an episode.

Some conditions may require a doctor's attention and note before returning to RE classes.

ALCOHOLIC BEVERAGES

State laws and Christ the King policy strictly prohibits student's possession or use of alcoholic beverages on parish property or at any parish-sponsored function. Students who violate this policy will be suspended, referred to legal authorities and/or required to participate in counseling programs at the expense of the parents/guardians. Repeated violations of this policy may result in expulsion from the Christ the King RE program.

EXPLOSIVES, FIREARMS, WEAPONS

Students are never to bring or possess weapons (fire-crackers, smoke bombs, lighters, matches, homemade bombs, etc.) on school property regardless of whether or not they are intended to be used. The same is true for firearms (including BB, airsoft, and pellet guns), bludgeons, ammunition, knives, or weapons of any kind, whether concealed or not. Students are prohibited from possessing any article that bears a reasonable resemblance to a weapon, such as a toy gun or knife on school property. Violation of this policy (Policy 5037) will result in disciplinary action, including suspension and/or expulsion, and if in violation of Civil, State or Federal Law the case can be referred to the proper law authority. Federal Law requires a request for expulsion of 1 year for possession of a firearm in school.

The use of intended use of a weapon or any article, which is capable of causing injury when used in an aggressive or belligerent manner is prohibited. Violation of this policy will result in suspension and/or expulsion and referred to the proper law authorities.

FIGHTING/OTHER DISTURBANCES

When a fight occurs, the possibility of injury or damage to other persons or property exists. For the protection of our students, catechists and staff, as well as the parish property, such activities will not be tolerated at Christ the King.

Throwing snowballs, rocks or other objects also creates the possibility of injury and such activities are prohibited.

If a student chooses to violate this policy, they may be suspended. Repeated violation of this rule may result in meeting with the DRE and the Pastor, with the possibility of not returning to the program.

HARASSMENT

Students are expected to conduct themselves as Catholic Christians at all times, free of any harassing behavior toward others. Harassment of another student, school employee, agent or official on the basis of the person's gender, race, color, age, religion, national origin, marital status, or disability is strictly prohibited.

Harassment is defined as any intentionally harmful, demeaning or disparaging acts, words, symbolic representations, or behaviors used by a student or students against others that is disruptive of the spiritual process. This includes, but is not limited to, bullying, verbal, physical, visual or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, teasing, pestering, making derogatory remarks, demeaning jokes or disparaging drawings or notes.

Bullying is further defined to include any intentional, hostile or offensive verbal, written, graphic, demonstrative or physical act that has the purpose of exerting domination over another student, and that is disruptive to the educational process.

ILLEGAL DRUGS

State laws and Christ the King policy (Policy 3502) strictly prohibit the use, evidence of use, or possession and/or transfer of narcotics, depressants, stimulants, hallucinogens, look-a-like pills of any type or possession of drug-related paraphernalia anywhere in the Parish Education Center or any Religious Formation program sponsored activity. If students choose to violate this policy, they will be suspended and referred to the appropriate legal authorities.

SMOKING

State laws and parish policy (Policy 3501) prohibit students from carrying and/or using tobacco products on school property or at parish-sponsored activities. This includes e-cigarettes. Students who violate this policy are subject to suspension from the program. Repeated violations of this rule may result in expulsion. Parents using like products will be asked to leave the school and/or parish grounds.

INAPPROPRIATE LANGUAGE AND GESTURES

The use of abusive, profane or obscene language or gestures is prohibited. Offenders may be suspended or excluded from class and/or school. Abusive and profane or obscene language/gestures include, but are not limited to, slandering or abusing the ethnic background, sex, race, religious preference, or physical appearance of any student or school employee and "fighting words" which by their very utterance inflict injury or tend to incite an immediate breach of peace.

SUSPECTED CHILD ABUSE/NEGLECT

When any person has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances which would result in abuse or neglect, he or she has the authority and duty to report the situation to the Nebraska Department of Health and Human Services at 1.800.652.1999. The person making the report should inform the Pastor and Director of Religious Education of the alleged misconduct. The parish and RE Office cooperates fully in the investigation of these cases.

SACRAMENTAL PREPARATION

Students receive special, intense preparation for Reconciliation, First Holy Communion and Confirmation. This is done in cooperation with the parent/guardian. Students will receive the sacraments only if they are adequately prepared. Families in both the Parish School and Religious Education Program celebrate reception of the sacraments jointly.

Preparation for First Reconciliation and First Eucharist is a 2-year program, beginning in first grade. The sacraments of Reconciliation and Holy Eucharist are received for the first time in second grade.

Confirmation preparation is also a 2-year program, beginning in second semester of sixth grade. Candidates in eighth grade are required to participate in a retreat, special events, and complete stewardship hours. The sacrament of Confirmation is received in the eighth grade.

Meetings are scheduled during the year so that parents may review the content of preparation, deepen their own understanding of the sacrament being received, and help prepare their children for receiving these sacraments. Sacramental preparation will involve the family and include activities done outside of class.

All candidates for sacraments (Reconciliation, First Holy Communion and Confirmation) must provide a copy of their baptismal certificate to the Religious Education Office by September 30th. Baptismal certificates can be faxed directly to our office at (402) 391-2418 by the parish where your child was baptized.

Children in the third grade or above who were baptized but have not received Reconciliation or First Holy Communion can prepare for the sacraments by extra instruction. Please contact the DRE for more information.

For children (age seven and above) and teens who have not been baptized, can prepare for the sacraments with extra instruction. Please contact the DRE for more information.

FIRST RECONCILIATION AND FIRST HOLY COMMUNION

Students in the second grade class will prepare and receive the Sacraments of Reconciliation and First Holy Communion.

FIRST RECONCILIATION

Student Requirements:

- Students must be baptized
- Students must have completed first grade religious education

Parent Requirements:

- Parents will provide a copy of their child's baptismal certificate by September 30th
- There is one MANDATORY Reconciliation Parent Only Meetings that will be held on Wednesday evening at 6:30pm in the Parish Center. This meeting is typically held in September.

Students will receive the Sacrament of Reconciliation on a Tuesday in December at 6:30pm at the Church. Family members are encouraged to receive Reconciliation along with their second graders.

(Dates will be determined and posted on the website)

FIRST HOLY COMMUNION

Student Requirements:

- Students must be baptized
- Students must have completed first grade religious education
- Students must have made their First Reconciliation
- Students must attend the Friday First Holy Communion Practice. Dates for practice and First Communion are provided at the beginning of the year. Attendance is mandatory – there are no exceptions i.e. athletic practices/games, dance recitals, vacations, extracurricular activities, etc.

Parent Requirements:

- Parents will provide a copy of their child's baptismal certificate by September 30th
- Parents will bring their child to the Friday First Holy Communion practice
- There are two MANDATORY First Holy Communion Parent Only Meetings that will be held on Wednesday evenings at 6:30pm in the Parish Center. One meeting will be held in November and one in February.

The Sacrament of First Holy Communion will be held on a Sunday in May in the Church.

The mandatory practice will be scheduled the Friday prior in the Church.

(Dates will be determined and posted on the website)

Seating, dress, and pictures for First Holy Communion are explained at the parent meeting in February.

CONFIRMATION

The two-year program for second semester 6th, 7th, and first semester 8th grade students aims to develop and deepen the students' relationship with Jesus by making them more familiar with His ministry and teachings. Confirmation flows from Baptism, which it seals and affirms. Confirmation celebrates the paschal mystery of Jesus Christ, in its own unique way and confers on the individual gifts of the Holy Spirit.

Student Requirements:

- The student must be part of the period of candidacy – 2 years (second semester 6th through first semester 8th grade)
- The student must complete a service project, a saint report, and formation classes in preparation for Confirmation
- The student will attend a retreat during their preparation for the Sacrament in 8th grade – Christ the King plans a retreat for the students. If a student is unable to attend our retreat, it is the parent/student responsibility to find and attend another retreat at a neighboring parish by contacting their Director of Religious Education.

Timeline for Requirements:

Second semester 6th Grade to First semester 7th Grade – Year One of Preparation

- Students will complete a saint report on their confirmation name
- Students must complete and turn in their Sponsor Interview
- Students must complete all requirements in Tab 1 of their Confirmation Binder

Second Semester 7th Grade through First Semester 8th Grade – Year Two of Preparation

- Candidates must be registered in the School or Religious Education
- Candidates will be required to compile a one to two page typed report on the service project – the project will be turned into the RE Office upon completion
- Candidates will also be required to make a Service Fair Display that will be displayed in the Parish Center
- There is an optional Church Visit Report that can be done over the summer
- Candidates must write a Letter of Intention to the Pastor
- Candidates must complete all requirements in Tab 2 and Tab 3 of their Confirmation Binder
- Candidate and Parent/Sponsor must attend MANDATORY Confirmation meeting with the Pastor. This meeting is held separately from the school and RE classes. If students are not in attendance, they must write a one-page report and answer questions on the meeting topic. These are due to the Religious Education Office within the week.
- Candidates must attend the 8th grade Retreat that Christ the King facilitates or a retreat at a neighboring parish (Arrangements to attend a retreat at another parish will be set up by the parents).
- Candidates and sponsors must attend the Saturday Confirmation Practice. Dates for practice and Confirmation are given at the beginning of the year, attendance is mandatory – there are no exceptions i.e. athletic practices/games, dance recitals, vacations, extracurricular activities, etc.

Parent Requirements:

- Parents will go through the required chapters of the Chosen Parent Guide with their child located in each tab of the Confirmation Binder

(Dates will be determined and posted on the website)