

Section I – Parent Handbook

RELIGIOUS EDUCATION PROGRAM

The Religious Education Program at Christ the King Parish is designed for students not attending a Catholic school, who desire to grow in their Catholic faith. Families must be registered in the parish. Exceptions may be made if a student is unable to attend regular class time at their designated parish. This decision is made at the discretion of the Pastor and the Religious Education Coordinators.

The Religious Education Program is coordinated by Mrs. Linda Fitzpatrick and Mrs. Teresa Oross. Mrs. Gail Dhoore is the Administrative Assistant. All catechists and the program coordinators are under the guidance of the Pastor. It is our expectation that all parish children are schooled in parish schools of religion.

Traditional classes are available for children who are 4 years old by July 1st, (December 1st for Michigan residents) through eighth grade, and are staffed by trained volunteer catechists. The books used are diocesan approved, based on the curriculum designated for each grade level. We will be using Our Sunday Visitor's Alive in Christ series. This is a brand new series developed to mirror the Divine Pedagogy, or the way God teaches. For more information, visit aliveinchrist.osv.com.

Parental Involvement

The family is the 'domestic Church,' and parents are the primary catechists in the faith development and education of their children*. A parish religious education program can only reinforce and support the faith formation that a child receives in the home. Therefore, parental involvement in the Religious Education Program at Christ the King is necessary to expand upon those lessons which are taught in the formal parish setting and to allow each student to integrate the teachings of the Catholic Church into their everyday lives.

Celebrating the Lord's Day not only complies with the commandment, "Keep the Sabbath holy," but it is also the central expression of our Catholic faith. We strongly encourage families to celebrate Mass together with our parish community. We strongly discourage the practice of dropping off children at REP classes, while parents attend the 8:45am Mass. While this might be convenient, it deprives that child and that family of the very communion that we seek to achieve as a church.

There may be occasions in which materials that are presented in the classroom are sent home for review and discussion with the parents. We strongly encourage parents to take this responsibility seriously and follow through with this essential element of your children's formation.

Parents are always welcome in the building on Sunday mornings. We ask that you stop in at the office and let the coordinators know that you are visiting and to please respect the catechist's need to carry out their lesson plans in each classroom without interruption. We are located by the south school entrance (Darden Road), across from the gym.

Parents are frequently needed to make phone calls, participate in the parent project, and provide an extra set of hands on larger projects. We invite each parent to serve as a "room parent" for a specific classroom, and we ask that you contact one of the program coordinators, who will then contact the appropriate catechist.

- General Directory of Catechesis # 227

SACRAMENTAL PREPARATION - Our hope and we strongly recommend that all parish children are schooled in parish schools of religion.

The **Sacraments of Reconciliation and Eucharist** (First Communion) are usually celebrated in the second grade year. At least one year of religious education immediately prior to the year of sacramental preparation is required. If this has not been fulfilled we recommend the Rite of Christian Initiation (RCIC) process.

The **Sacrament of Confirmation** is conferred in the 8th grade year. However, catechetical formation and preparation for the Sacrament will primarily take place in the 7th grade and extended into the 8th grade. Due to many patterns of formation, the following policies and recommendations were developed in June 2003 and revised in 2012.

1. Those students who have been enrolled in a Catholic Parish Religious Education Program or a Catholic School consistently through the sixth grade will be placed in the 7th grade class at Christ the King School or the 7th grade level of the Religious Education Program. The preparation for Confirmation will be part of the year-long curriculum and extended into the 8th grade.
2. Those interested in receiving the Sacrament of Confirmation who are entering the 7th grade who have **not** been previously enrolled in a Catholic school or formal parish religious education program will attend RCIC.
3. Those who have not received Confirmation who are in the 9th grade or higher will be enrolled in the High School Confirmation Preparation program.
4. **Discretion of the Christian Formation Team will be used for each child who has not been consistently enrolled in a parish religious education program or Catholic school in order to best foster his or her spiritual and catechetical needs.**

Separate registration and fees are required for sacramental preparation classes.

POLICY FOR THOSE HOME-SCHOOLING THEIR CHILDREN (Effective 7/00, Amended 8/09) –

It is our hope as a faith community that we can acknowledge and respect parents as the “primary educators” of their children, while at the same time acknowledging the parish’s proper role in the formation of children.

Although we prefer home-schooled students to meet the same requirements listed in the sacramental preparation section above, an exception can be made for the student’s reception of the sacraments of Reconciliation and Eucharist, provided the following criteria have been met:

1. Parents use the texts adopted by the parish both for
 - a) Regular instruction throughout the year prior to and throughout the year of sacramental preparation, and
 - b) The texts adopted by the parish for sacramental preparation.
 - c) A syllabus of your home-schooling curriculum is submitted to the Pastor.
 - d) Students preparing to receive the sacrament attend all special formation events sponsored by the Parish.
 - e) Parents attend special formation events sponsored by the Parish.
2. The child is interviewed by the Sacramental Preparation Coordinator, the pastor, or some other representative of the pastor, to determine
 - a) The child's proper instruction during the year prior to sacramental preparation (usually the First Grade) and
 - b) The child’s readiness to receive the sacrament.

The Sacramental Preparation Coordinator may determine that it is more feasible to meet with parents and children, who are not attending a parish school of religion, in a group setting.

3. The parent and child participate in any parish-sponsored retreats and parent/child sessions for sacramental preparation.

Christ the King Catholic Church desires and encourages the collaboration of parents at all levels of religious education, from active service in the school or in the Religious Education Program, as well as aiding the efforts of parents who actively and/or formally engage in their children’s faith development at home. To

inquire about the home-schooling policy, or to receive a full copy of the policy, please contact the Sacramental Preparation Coordinator, 272-3113, ext. 312.

Program Features

REGISTRATION - Registration forms are available online at www.christthekingonline.org or from the parish office at any time. Registration forms for students already in Christ the King's Religious Education Program (REP) will be distributed at the end of the current year's program. There is a fee discount available to returning students who pre-register by July 1st. Separate registration and fees are required for sacramental preparation classes.

To be considered as having completed a year in religious education, **a student must register into REP and begin attending classes before October 15**. Exceptions may be made in case of prolonged illness or if the child is new to the parish and has been enrolled in another Religious Education program or a Catholic school.

FEES - One child \$55, two children \$95, three or more children \$135. **Fees are due on the first day of classes, but may be paid in advance.** Please contact one of the program coordinators if you are unable to make payment at this time. Payment options are available.

A discount of \$5 per child (\$50/85/120) is available to students who pre-register by August 31st.

CLASS TIME - Sundays from 8:45-10:15 AM in the school building. Please note that classes **begin at 8:45am. Your child should be in their room and ready to begin classes by 8:45.** Your child's catechist makes every effort to have his/her room ready to begin teaching at that time. Your cooperation in eliminating unnecessary tardiness is greatly appreciated!

Special events and liturgies will take place throughout the year. These events will be announced ahead of time.

ARRIVAL TIME - **No child may be dropped off at the school before 8:30 AM.** No student is to remain outside of the building, waiting until it is time to go to his/her classroom. We are not able to supervise your child unless they are inside of the building. Parents, please watch your child enter the building. Students should go directly to their classroom. Young children may be brought to their classroom by a parent or older sibling.

ATTENDANCE - Attendance is taken each week. We appreciate your efforts to promote regular weekly attendance by your child. Catechists are instructed to call the parents if a student misses more than two consecutive classes, or it appears that regular attendance has become a problem. In the same manner, if you know that your child will be missing class in any week, please call and inform the catechist ahead of time. The catechist will appreciate the notice as the number of children attending may affect a lesson plan.

Because it is our obligation to evaluate the readiness of the **candidate for reception of sacraments, no more than three unexcused absences will be permitted during the course of the REP year.** To do so may result in a review with the Sacramental Preparation Coordinator, the Religious Education Coordinators, and the parent/guardian. The possible consequences could be postponement of sacrament reception at this time, or in the case of non-sacramental prep years, the possibility of not moving to the next grade during the following year. (Adopted 9/98)

ASSIGNMENTS - Your child's catechists take great care to prepare weekly lessons for their class. While most of the lesson is covered within the given class time, it occasionally is necessary or deemed worthy to assign some "homework". Please help your child to see that this **is** something he/she is expected to complete. While we do not issue grades, we do hold them accountable for doing what is asked of them. Your interest shown in what is being taught each week is vital to the success of this program. Family involvement information will be sent to you throughout the school year.

CALENDAR - Prior to the beginning of the school year, a calendar listing class days, assemblies, and other special events, will be determined by the REP Coordinators. Flyers announcing individual special events or changes to the calendar will be sent home throughout the year, as deemed necessary.

CLASSROOMS - Classes take place on the L-shaped first floor of the school. The north hallway is for Kindergarten through 3rd Grade. Grades 4-8 will be held in the east hallway.

MATERIALS - Each student will be provided with a book and a pen or pencil. These materials are to be brought to class each week unless otherwise stated by their teacher. **Families will be charged the cost of replacing lost books.**

Materials used by sacramental preparation classes require separate fees.

REPORTING ILLNESS AND INJURY –

- Any and every illness or injury of a student in REP should be reported immediately to a Religious Education Coordinator.
- Universal Precautions will be used, including gloves, bleach/disinfectant for spills and leak-proof bags for collecting fluid-soaked items. No person should come into contact with blood or any other bodily fluids without taking necessary precautions.
- Only the Coordinators will administer first aid, unless they designate someone who is more qualified, such as a parent, who is a medical professional.
- If a student's life or limb is threatened, no one should move the injured person, except trained medical personnel.
- No student will be allowed to leave the premises ill or injured, unless he/she is accompanied by his/her parent/guardian or secondary emergency contact.
- If a student's parent/guardian or emergency contact cannot be reached, the Coordinators should immediately call emergency medical services and have the injured student transported to the local emergency room.
- One of the REP Coordinators will accompany the student until a parent/guardian arrives.
- Medical information forms, including emergency contact information, must be kept on all students and readily accessible in case of emergency.
- The Religious Education Program will defer to diocesan policy and procedure on all matters concerning the health and safety of students and REP personnel.

COMMUNICABLE DISEASES-The Religious Education Program will comply with all applicable state laws regarding communicable diseases.

Emergency Medical Forms need to be filled out for each student in our program. They are found on the backside of the Registration Forms. Although we anticipate no real need to use these, diocesan policy requires us to have them on file. We appreciate your cooperation.

SAFETY ISSUES - Please use **only** the front door near the gym, or the door near the primary wing for entering and leaving the building. The parking lot at 10:15 is a very busy and dangerous place. Using the corner door near the east parking lot is not permitted.

Children in PS-3 grade will only be dismissed when an adult or older sibling comes to the classroom for them. **Thank you for your help in these important matters.**

Practice drills for vacating the building in case of fire, and taking shelter in case of severe weather, will be conducted regularly.

WEAPONS FREE ENVIRONMENT-Everyone, except law enforcement personnel, is prohibited from bringing a firearm, knife or other weapon to a parish or parish functions. Further, students are prohibited from possessing firearms on route to or from Religious Education classes or parish property. A student's violation of this policy carries an automatic expulsion from the regular Religious Education program of not less than one calendar year. In such a case, an alternative Religious Education program may be offered to the expelled student. This penalty supersedes any penalty which may be attributed by a local discipline policy.

"Firearm" means:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The firearm or receiver of any such weapon
- Any fire arm muffler or firearm silencer
- Any destructive device
 - "destructive device" means any explosive, incendiary, or poison gas
 - Bomb
 - grenade
 - Rocket having a propellant charge of more than four ounces
 - Missile having an explosive or incendiary charge of more than one-quarter ounce

- Mine
- Device similar to any of the devices described in the preceding clauses

SMOKE FREE ENVIRONMENT-all facilities here at Christ the King are smoke free. No one whether an administrator, an employee, a student, or a visitor, is allowed to smoke in the facility.

SAFE ENVIRONEMNT PROGRAM - the students will be instructed by a catechetical leader, or someone designated by the catechetical leader or pastor, on the appropriate *Child Safety Script* or *Boundaries* materials at the beginning part of each year. Information concerning such annual safety training must be documented as necessary on the appropriate diocesan Safe Environment Coordinator Education Report Form each year to comply with diocesan Safe environment Program requirements and submitted to the diocese by the catechetical leader.

FIELD TRIPS - Advanced notice will be given to parents whenever a class will be leaving the church premises. The catechist will send home a permission slip indicating the date, time, and location of the planned trip, as well as details regarding transportation. This permission slip must be signed by the student's parent or guardian and returned to the catechist **before** any child will be permitted to go on the trip.

CANCELLATIONS - If a situation arises where classes need to be canceled, including weather related closing, a room parent or catechist will attempt to call each family. Please see that current phone numbers are on file in the REP Office.

COMMUNICATION - Each teacher will send home a syllabus, or list of planned classes, by the first class. Please be watching for it. It will help you to help your child, especially in the event of missed classes. A newsletter will be sent home twice throughout the year. Important dates are listed on the enclosed calendar in this booklet. Please keep it in a handy place! Additional notices or flyers may be sent home as needed. Please ask if your child has any notes for you each week.

PARENT PROJECT - The purpose of this type of project is to promote family involvement, and to let the students see that faith is a family's gift and responsibility. **You will be invited to join your child for at least one class or project during the year.** This interaction may include being part of a larger parish function, such as helping pack food baskets or sorting presents for the Giving Tree. Helping with a community outreach project such as contributing some time at the Homeless Center or visiting a nursing home, or coming to a Sunday morning class for a more in-depth look at a specific classroom topic are other possibilities.

PASTORAL INVOLVEMENT - Members of the pastoral team are invited to come to individual classrooms for a variety of lesson enrichments. This may include teaching a lesson from the text, expanding the depth of a lesson, or providing a demonstration or hands-on experience. Students benefit from the exposure to the pastoral staff and the special insight they can provide.

BOOKS AND A/V MATERIALS - The Religious Education Library is located in the REP Office. The REP books and videos may be checked out for **two weeks** by signing and dating the card located on the back of the book or video. Place the card in the decorative box provided. Please return used videos to the basket on the bookcase.

Policies and Procedures for the Religious Education Program

The Diocese of Ft. Wayne-South Bend has mandated that every parish religious education program in the diocese follow a standardized set of policies and procedures. These policies and procedures are in conformity with Indiana State Law and the laws governing the Catholic Church, and are designed to place the health and safety of our students and catechists as the primary operational goal of our Religious Education Program. **A copy of these policies and procedures is available for the review of any parent or guardian by contacting the Religious Education Program Coordinators. All catechists will be trained to follow the appropriate procedures for emergencies.**

Code of Conduct

The Religious Education Program at Christ the King exists to form disciples of Jesus Christ in the Catholic Christian tradition. In keeping with that mission, certain expectations of both catechists and students are necessary to assure that the program runs as smoothly and as faithfully as possible to the model of Christian behavior of Christ Himself. Students and catechists alike are to show the utmost respect to every person,

recognizing his/her equality and dignity. Behavior should, at all times, be in keeping with the principles of the Gospel and the teachings of the Catholic Church. Discrimination based on disabilities, race, gender or ethnicity will not be tolerated in any manner. Classes are to be conducted in an orderly fashion, respecting other individuals and other classes taking place in the same facility and in the Religious Education Program at Christ the King Parish. This policy shall apply when a student is:

- On parish grounds
- Off parish grounds at a parish activity, function or event
- Traveling to or from class sessions or a Religious Education program activity, function or even
- At any other time when a student's conduct either causes harm or could potentially cause harm to the other students, parish employees or volunteers, parish property, or the reputation of the parish or the diocese.

The following types of student conduct constitute ground for suspension or expulsion subject to the Diocesan Director of Catechesis' review. This listing is not intended to be exhaustive of all types of conduct:

1. Any conduct which, in the opinion of the catechetical leader or designated parish officials or school officials, is contrary to the principles and teaching of the Catholic Church.
2. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with the Religious Education Program purposes, or urging other student to engage in such conduct.
3. Causing or attempting to cause damage to property belonging to any other person, student, catechist or volunteer of the Religious Education program or stealing or attempting to steal property belonging to any other person, student, catechist, volunteer or the parish.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of the catechetical leader or other designate officials, could cause physical injury to any person.
5. Threatening or intimidating any individual for whatever purpose
6. Possessing, handling or transmitting a knife or any other object which under the circumstances and in the sole opinion of the catechetical leader or other designated officials could be considered a weapon.
7. Possessing, using, transmitting, or being under the influence to any degree of any controlled substance or intoxicant of any kind.
8. Engaging in the selling of a controlled substance or engaging in a criminal law violation.
9. Failing in a substantial number of instances to comply with directions of catechists or other designated personnel during any period of time when the student is properly under their supervision.
10. Engaging in any activity that interferes with the purposes or educational function of the Religious Education Program.
11. Violating or repeatedly violating any rules that are, in the opinion of the catechetical leader or other designated officials, necessary in carrying out the purposes and/or educational function of the Religious Education Program.
12. Possessing or using on parish grounds during class session hours an electronic paging device or a hand held telephone in a situation not related to a school purpose or educational function.
13. Engaging in any unlawful activity off parish grounds if the unlawful activity is considered by the catechetical leader or other designated officials to be an interference with the purposes and/or educational functions of the Religious Education Program.

DISCIPLINARY ACTION

At the beginning of the school year, catechists will communicate their expectations of student behavior and classroom rules to the students and parents, whether the students are on parish grounds or while on field trips. No manner of corporal punishment will be tolerated in disciplining students. However, may be occasions that a student violates the classroom rules or expectations of the teacher. In the event that this occurs and the behavior by the student is not corrected, a procedure is followed. Please see page 6 of the Code of Conduct/Disciplinary Action description used at Christ the King parish.

The Religious Education Program at Christ the King follows the "Policy for the Protection of Children and Young People" and all policies and procedures promulgated by the Diocese of Ft. Wayne-South Bend.

Addendum to The Religious Education Program Handbook

Approved: August 10, 2010

Code of Conduct – Disciplinary Action

Disciplinary Action If, in the opinion of the Coordinator(s) of Religious Education, or an individual catechist, a student does not comply with numbers 9-12 *on page 6* in the Code of Conduct the following procedure will be implemented: *If however numbers 1-8, and 13 are violated, immediate expulsion will be considered.*

For a first offense that does not result in sending the child to the front office, catechists will notify the Coordinator(s) of Religious Education.

- A child may be sent to the front office. His/her parent(s)/guardian(s) may be called to pick up the child.
- An Incident Report will be filled out by the Catechist and be given to the parent. A copy will be placed in the student's file.
- A catechist or a member of the REP leadership team may call a parent-teacher conference, which will be attended by the catechist, a parent/guardian, and a member of the REP leadership team.
- A parent-teacher conference may serve as a final warning, before recourse is taken to suspension or expulsion from the program.
- Repeated or serious offenses will result in suspension or expulsion from the program.
- The final decision to suspend or expel will be made by the pastor, in consultation with the Coordinator(s) of Religious Education.

In the event that suspension or expulsion results,

- Parent(s)/guardian(s) can schedule a conference with the pastor to discuss the disciplinary action.
- Parent(s)/guardian(s) have the option to contact the Coordinator(s) of Religious Education and discuss an alternative course of study for the child.
- In most cases, the Coordinator(s) of Religious Education will consult and supervise the parent(s) on how to conduct religious education in the home, using parish-approved texts, for the period of suspension or for the remainder of the year.
- In addition to regularly scheduled consultations with the Coordinator(s) of Religious Education, an evaluation meeting will be necessary at the end of the period of suspension or at the end of the school year to ensure that the student has completed either the material covered during the period of suspension or that grade level.
- The Diocesan Office of Religious Education will be notified.

No manner of corporal punishment will be tolerated in disciplining students.

Because of the nature of the Religious Education Program, we cannot spend inordinate amounts of time with discipline. A few students' misbehavior will not be allowed to seriously compromise the religious formation of a whole class. However, as with any worthy Christian enterprise, love, justice, compassion, sensitivity and forgiveness will be guiding principles.

To view a copy of the Incident Report, please see page 10 in the Catechist Handbook section.

Section II – Catechist Handbook

The following pages were designed as an aid to the catechists in the Religious Education Program at Christ the King Church, in South Bend, Indiana. It is intended as a ready reference of pertinent information and procedures, either necessary, or helpful, in carrying out the duties as a REP Catechist.

Planning

CURRICULUM GOALS - The textbooks used in Christ the King's Religious Education Program, (or REP), have been chosen from the approved list of the Diocese of Fort Wayne-South Bend. They meet curriculum guidelines, established by the diocese, for each grade level. The lessons developed in the books may be taught as they exist in the books, or used as a springboard for your own lesson development of the topic being covered. *It is the **topic** that is the curriculum issue. How you choose to develop it is limited only by your creativity.* If you are in need of the curriculum guide for any grade level, please see the REP Coordinators.

CALENDAR - Prior to the beginning of the school year, a calendar listing class days, assemblies, and other special events, will be determined by the REP Coordinators. This information will be presented to the catechists at the organizational meeting at the beginning of the school year. Parents will receive a copy of the calendar dates in their Family Handbook distributed at the beginning of the program year. Flyers, announcing individual special events, may be sent home throughout the year, as deemed necessary.

A "Master Calendar" will be displayed on the information bulletin board in the REP Office area. Remember to consult the Master Calendar before deciding upon dates for Parent Projects and other special classroom events. Only one Parent Project is permitted each week, granted on a first come, first served basis. **No Parent Projects are permitted during the month of April.**

SYLLABUS - A syllabus listing the planned lessons and dates of those lessons, as well as a calendar of special events, is to be sent home to each student in your class. This will provide information to the parents about material being covered, and will be helpful if a child misses a class. A cover letter of introduction is necessary. Please include your name, home phone number, and the best time to contact you should the need arise. In addition, email addresses are acceptable. **A copy of your first semester syllabus is to be turned into the office by the first class.** Copies will be made for you to distribute to parents. The REP coordinators will keep a copy on file in case a substitute is needed for your class. The second semester syllabus is due after Christmas break.

NEWSLETTER - In an effort to keep the parents informed of what is happening in their child's classroom, catechists will contribute to the newsletter completing a template given to them by the coordinators. The program coordinators will compile the information into a newsletter which will be sent home to the REP families approximately twice during the year.

ABSENCE - In the event you will be unable to attend your class on Sunday, you must contact your teaching partner (if you have one), to determine if a substitute is needed. If either of you are unable to conduct the class, please let Linda, Teresa or Gail know as soon as possible so a substitute catechist can be arranged. We have several substitute catechists ready to fill in, but the sooner they are notified, the better.

STUDENT ATTENDANCE & ABSENCES – Please refer to page 3 under the Parent Handbook for student absences and policies. In addition, we ask that you complete and return each week a brief copy of the lesson plan and relevant material that should be sent home to the absent student. We will e-mail or mail the copy to the students' parents.

These plans can be completed using the tools online for Alive in Christ (aliveinchrist.osv.com). Please e-mail Teresa or Linda a copy each week or have Gail make a photocopy.

CODE OF CONDUCT – see page 8 of the Parent Section for explanation and procedure.

Catechists must include written expectations and class rules in the syllabus that parents receive. Catechists should communicate to students what their expectations of the students are while the students are on parish grounds or traveling to and from field trips. Catechists should always be consistent and clear in their expectations.

INCIDENT REPORT - This will be used as a tool in the disciplinary procedure to help inform the parents and students of the action that occurred which violated the classroom or program expectations or rules. Incident Reports can be obtained from the religious education coordinator.

Incident Report (copy)

Student Name: _____

Date of Incident: _____ **Grade:** _____

Catechist Name: _____

School Classroom Used: _____

Description of Incident: _____

Report Submitted by: _____

Action taken:

Date Reparation Made or Completed (if necessary): _____

Parent Signature: _____

(Addendum to handbook November 2007)

Use of Program Materials

TEXTBOOKS - Each student receives consumable materials. Students in some grades may have more than one book to use over the course of the year. Each catechist receives a teacher's manual for their grade level. Lessons may be taught in any order desired, so as to best fit the needs of your class. There are roughly 26 weeks to our school year. As a result of special programs and liturgies taking some of the teaching time, you may need to combine lesson topics, or teach an abbreviated lesson on some Sundays, in order to complete the book. It is not necessary that all activities are completed, or that all student pages be filled in. We **are**, however, accountable for covering the designated curriculum topics for our specific grade level. Please regularly assess what your students are learning. This assessment may be done in any manner you feel appropriate (i.e. games, quizzes, oral or written questioning).

Family support and catechesis is an integral part of a child's faith formation. Please encourage your families to participate in this part of their Vocation by referring to <http://aliveinchrist.osv.com/family>. You may also want to assign "homework" using these resources.

OTHER RESOURCE BOOKS - In the REP office are books which are intended to be used by the catechists as supplements or resources. There are storybooks, books about saints or the apostles, prayer lessons, craft ideas and others. You may sign these materials out for **2 weeks** at a time by signing and dating the card found on the back inside cover of the book. Please place the card in the decorative box provided. Please return the book to the basket on the shelf. We will mark it in and re-shelf it.

Monthly copies of "Religion Teacher's Journal" and several other magazines are provided for your use. They contain ideas for classroom use, and provide spiritual motivation and readings, as well. When they arrive each month, we will put them in the clear plastic rack located by the supply room. You may take one these magazines home to read **returning it the following week**. You are encouraged to have copies made of any ideas or articles you find interesting or useful.

AUDIO/VISUAL MATERIALS - The Religious Education Video Library is located on the shelves in the REP Office. The REP videos may be checked out for **one week** by signing the card located on the back of the video. Please place the card in the decorative box provided. Please return used videos to the basket on the bookcase.

SUPPLIES - (*questions or requests concerning supplies should be directed to Linda*)

The supply room is located in the REP office. A blue plastic container is provided for each class. These are used to hold pens, pencils, and any materials you may use on a weekly basis. In addition, any projects you are currently working on may be stored in the supply room until your next class. It is the Catechist's responsibility to return supplies to their proper place. Please let Linda know **as soon as you are aware** of an item that is running low, so replacements can be obtained before we are TOTALLY out. If you desire any additional supplies, **please make requests known to Gail at least one week before it is needed**.

When using crafts please be considerate of the teachers and students with whom we share the room and make sure we have left it clean!

If you choose to purchase something on your own, prior approval is needed BEFORE YOU BUY items costing more than \$7.00. For purchases costing less than \$7.00, you will be reimbursed from the petty cash fund, when you turn in a receipt.

Program Features

CATECHIST FORMATION AND CERTIFICATION –

Why are catechists called to formation?

There are as many stories about how each of us came to be catechists as there are catechists. No matter how we receive the vocation, or "the call," it is a gift from the Holy Spirit for the service of the Church. The vocation and work of religious education flows from the grace we receive in our own initiation into the faith, namely, the Sacrament of Baptism. This grace is strengthened by our Confirmation and continually nourished by the Eucharist. We are also called to continue nurturing that faith throughout our lives. It is our expectation that all catechists continue their own faith formation through formal and private means.

Opportunities for Formation:

The Education for Ministry is open to all catechists of the Diocese. Catechists of the Diocese include but is not limited to parish catechists, R.C.I.A. teams, Youth Ministers and those who are charged with handing on the faith to full-time contracted Catholic School teachers Kindergarten - Grade 8, Directors of Religious Education.

EMPLOYEE AND VOLUNTEER SELECTION AND RETENTION GUIDELINES-Since the distinctive and unique purpose of the Religious Education Program is to create a Catholic educational community, enlivened by a shared faith among the catechetical leaders, catechists, volunteers, students and parents, the highest priority is to hire or utilize Catholics in good standing in the Catholic Church who demonstrate a commitment to Christian living, are endowed with and espouse a Catholic philosophy of life, and believe in the Catholic Church and her teachings.

To promote order and provide a more enriching experience based learning environment, the lead or primary catechist for a religious education class must be at least 18 years of age or older, and preferably age 20 or older. An assistant catechist must be at least 17 years of age or older.

A part from these religious and age standards applicable to employees and volunteers in parish Religious Education Programs, the hiring or selecting of employees and volunteers in parish programs shall be based on individual merit, ability, experience, performance, education, and training, without regard to race, color, sex, marital status, disability or national origin.

All parish Religious Education Program employees and volunteers must successfully complete the diocesan application and safe environment background screening and training processes before **beginning employment or volunteer service.**

CATECHIST MEETINGS - An organizational meeting will take place before school begins and at the beginning of the second semester. Catechist meetings will be held on the first Sunday of month beginning at 8am. **Catechists are expected to attend these important meetings.** If other special meetings are required, we will notify you in advance. Shortened Morning Prayer will be offered during the Advent and Lenten season at 8am.

NEW CATECHIST ORIENTATION -

Catechists who are new to Christ the King's Religious Education Program will be asked to attend an orientation meeting with the coordinators to learn about the expectations of being a REP catechist. Aspects of ministry formation and general teaching information will be provided. The REP Video Library has several videos available for home viewing, which may be helpful to new catechists.

In addition, new catechists will learn details about operational procedures. This meeting will be scheduled before the end of the first month of classes.

Fees are waived for children of catechists.

PASTORAL TEAM INVOLVEMENT - (give Pastoral Visit request forms to Gail or Linda)

Each grade level is encouraged to invite a member of the pastoral team into their classroom at least once during the year, for developing or enhancing a classroom topic. The pastoral team member may be invited to act as a guest lecturer or to give a demonstration on a prearranged topic. Whatever form it takes, this involvement provides a different point of view to the students, and gives them ready access to an important group of our parish leaders. **Requests should be turned in at least a month in advance.** Please use the **lavender request form** provided, being specific about the topic to be covered and providing copies of textbook pages or any other pertinent material, if applicable. (Please note that we are unable to guarantee that any request for a specific person, date, or topic can be filled.)

PARENT PROJECTS - (give Parent Project Outline forms to Gail or Linda)

Each grade level is to develop a lesson plan or outside project that highlights one of the concepts being taught in their class. The purpose of this activity is to let the students see that faith is a family's gift and responsibility. This project may take the form of involvement in one of the many social action activities of the parish or our community. It may include a guest speaker for the parents and their children. New and creative ideas are welcomed and encouraged! In developing your project, please remember: *The project **must** involve the interaction of the parents with their children, and the project **must** relate to a curriculum topic in some way.*

The REP Coordinators must approve all projects. Dates and project proposals should be turned in by **December 1st.** *No parent project will be permitted during the month of April.* Because many parents have children in more than one grade, *only one parent project will be conducted on any given Sunday.* For this reason, it is important to turn in your date request as soon as possible to obtain your preferred date. Please refer to the "Master Calendar" on the bulletin board to see if a date is available before turning in your request.

Please use the **blue outline form** provided. Your form will be copied and the original will be returned to you after approval is granted. (Look for approval check at top of page in outlined box.)

Coordination with parish or community groups is the responsibility of the individual catechists.

PRAYER SERVICES AND PARA-LITURGIES - The Religious Education Program will plan and celebrate various prayer services and para-liturgies throughout the year. The catechists will be involved in planning the theme and details of the events. The students will be involved in the preparations needed to carry out the plans, as well, to foster a sense of participation in the greater prayer community. All REP families will be invited to participate.

Other prayer services may be conducted throughout the school year. Catechists are encouraged to plan and celebrate classroom liturgies as desired.

PENANCE SERVICES-will be offered twice throughout the calendar year.

SPECIAL EVENTS – Projects or special events may be planned throughout the school year such as the Spiritual Adoption program, Parish Twinning project, and other parish celebrations.

Miscellaneous

COPIES - Copies can be made in the office on Sunday mornings. Please give papers needing to be copied to the office assistants. **Only office assistants should use the copy machine.** Provide your name and the number of copies you would like. Also, include any special instructions, such as two-sided or to enlarge or reduce. Some colors of copying paper are also available, but you will need to make your choice ahead of time.

ENVELOPES - Children's envelopes for church offerings are available upon request.

SUNDAY MORNING PROCEDURE

8:00 – 8:40 AM

- The building will be open by 8:00 AM each Sunday morning.
- Please arrive early enough to read the message board, get your supply tub and have copies made before you go to your classroom.
- **You must be in your classroom at 8:35 to supervise students.** It is important to communicate to parents and students that we are **ready for class to begin at 8:45.**

8:45-10:15

- Take attendance by marking "X" for present, "T" for tardy, or "A" for absent students.
- Attendance sheets will be collected by 9:00.
- If any communication needs to go home, it will be brought to your classroom by 10:00.
- Dial extension 162 to contact the REP office.

10:15 Dismissal

- **Dismissal time is 10:15.** Students are not to leave early even if you have finished your lesson.
- Please have older students go to the primary wing to meet with younger siblings.
- Students should *be told* to use the school's front door by the gym, or the door near the primary wing. **For safety reasons, the door on the front corner of the building, near the parking lot, should not be used! Also, the upper level is always a restricted area.**
- See that all of your students have left the building before you leave.
- Children awaiting rides should be brought to the office if you must leave before they have been picked up.

After 10:15

- After class, the room should be returned to the condition in which you found it.
- Please see that
 - 1) Desks have been returned to their original positions,
 - 2) Windows are closed,
 - 3) Lights are off, and
 - 4) Boards are erased and washed if used.
- Please stress to the students, the importance of privacy, and staying out of the desks in the classrooms we are using.
- **REPORT ANY POSSIBLE AREAS OF CONCERN IMMEDIATELY!**
- Please return any supplies you may have used to the supply room.
- **Remember to make a phone call to check in on students missing two consecutive classes. If an attendance problem exists or persists please inform the REP Coordinators.**

Clean-up Procedure

1. Bags of supplies for cleaning up vomit and other spills are available in the classroom and Religious Education Office.
2. Sprinkle the material on the vomit – do not rub into carpet.
3. Leave the treated vomit or spill on floor and notify a Coordinator of the incident. Maintenance will be notified, so the spill can be cleaned.

Emergency Procedures **Religious Education Program**

Fire or Other Evacuation Procedure

Upon hearing the building fire alarm, the following procedure will be in effect:

1. Exit Building

- **Primary Wing (PS – 3):** Exit immediately through the outside door located in each classroom.
- **All other grades (4-8):** Exit immediately through the double glass doors next to by the primary entrance (Northeast doors).
- **Gym, REP Office and Hallway:** Exit immediately through double glass doors by the primary entrance (Northeast doors).

2. **EVERYONE** should proceed away from the building to the soccer field North of the building.
3. **Take your class list** and do a head count to make sure all students are present.
4. **Remain** in the same place until given further instructions by the Coordinators.

Tornado or Storm Procedure

Upon hearing a sustained bell ringing, or a verbal alert of severe weather, the following procedure should be followed:

1. **All grades** should proceed to the hallway immediately outside of the Primary classrooms. **Take your class list** and do a head count to make sure all students are present.
2. The Coordinators will close the metal fire doors when all classes have assembled.
3. **Students, catechists and others** may sit or remain standing. Students should remain with their teacher and not move around the area.
4. **Everyone** is to remain in this area until further instructions or until an “All Clear” is announced.

GUIDELINES ON REPORTING INCIDENTS OF CHILD ABUSE OR NEGLECT

Purpose

The Diocese of Fort Wayne-South Bend shares the conviction of Indiana legal authorities, all concerned adults, whether or not they are parents, and the Church that every effort should and must be made to report child abuse or neglect to appropriate authorities. Incidents of the physical, mental or sexual abuse or neglect of children, unfortunately, occur with regularity throughout our society. Very often the victims of this abuse are too young to relate to others the fact of occurrence or are too frightened or ashamed to reveal the identities of those responsible for the abuse or neglect. Therefore, only when concerned individuals report those facts which give them reason to believe an incident of child abuse or neglect has occurred can this distressing problem be brought forward for legal redress, as well as psychological assistance and spiritual rehabilitation. This diocesan policy on reporting child abuse or neglect is intended to promote awareness of the laws of the State of Indiana already in effect for all and thus enhance our pastoral awareness of, and response to, this grave problem.

Definitions

1. "Diocese" means the Diocese of Fort Wayne-South Bend. As used in these Guidelines, the Diocese includes all Diocesan offices, parishes, schools, agencies, programs, and departments.
2. "DCS" means the Indiana Department of Child Services, the agency to which child abuse or neglect may be reported.
3. For purposes of this policy, "local law enforcement agency" means a local town or city police department, county sheriff's department or Indiana State Police post. A list of county sheriff's department offices located within the Diocese of Fort Wayne-South Bend to which reports of child abuse or neglect may be made is provided at the end of this Policy. Local town or city police departments and Indiana State Police posts are not listed, but may be contacted in order to make a required report.
4. "Employee" as used in these Guidelines means any Diocesan clergy or religious, any person employed by the Diocese, and any person acting as a volunteer, in any capacity, for the Diocese.
5. For purposes of this policy, "child abuse or neglect" refers to any physical, mental or sexual abuse or neglect of a child under 18 years of age. This includes children who suffer physical and/or mental abuse by the acts or omissions of their parents, guardians, custodians or others. It also refers to children who are victims of certain sex offenses perpetrated by anyone.
6. For purposes of this policy, "reason to believe" means information which, if presented to individuals of similar background and training, would cause those individuals to believe that a child may have been abused or neglected.
7. For purposes of this policy, "direct supervisor" means:
 - for parish school employees and volunteers, their school principal;
 - for non-school employees and volunteers in a parish, their parish pastor, DRE, or Youth Ministry leader, as applicable;
 - for all high school employees and volunteers, their school principal;
 - for Diocesan agency or department employees, their agency or department administrator;
 - and for chancery employees and volunteers, the Chief Financial Officer for those in the finance office and a Vicar General for all others.

Policy

1. Reporting Incidents

Indiana law requires that all persons, without exception, make an immediate oral report to a local law enforcement agency or DCS if that person has “reason to believe” that a child may be a victim of child abuse or neglect (unless that person knows a report of the incident has already been made). This duty applies to all diocesan personnel:

- All priests, deacons and other religious personnel,
- All school and parish personnel, paid and volunteer (including counselors); and
- All other employees and volunteers of the diocese or any of its affiliated organizations.

The diocese expects and requires that all of its priests, deacons, employees and volunteers, especially those who work in diocesan programs that are directly and immediately involved with children, recognize and report child abuse and neglect in accordance with Indiana law. Where a person suspects that a child may be a victim of abuse or neglect, but is unsure whether he or she has sufficient “reason to believe” to make a report, that person should always err on the side of caution and report. The key is to report rather than not report.

Any persons required to make a report to the DCS or law enforcement agency in their capacity as diocesan employees or volunteers are also required to notify immediately their direct supervisor concerning their report to the DCS or law enforcement agency.

The direct supervisor then also becomes personally responsible to report, or to cause a report to be made, to the DCS or law enforcement. If the direct supervisor of the individual making the initial report is unavailable or if the individual feels the direct supervisor is not the appropriate party to contact, the employee/volunteer should immediately notify a Vicar General of the report.

The phone number at the Fort Wayne Chancery is (260) 422-4611.

2. Possible Indicators of Child Abuse or Neglect

Many children who are not abused or neglected may exhibit one or more of these indicators from time to time. Children who have many of these signs or symptoms, however, may have a problem that should be reported. In viewing possible indicators of child abuse, it is always important to distinguish between physical contact and emotional attachment which is nurturing and supportive and that which exploits a child.

Emotional Abuse

Be alert for a child who:
has a poor self-image
has slow physical, mental or emotional growth
is extremely passive or aggressive
is terrified or extremely nervous if parents are contacted
is afraid of going home
has speech problems
has a habit of biting or rocking
attempts suicide

Physical Abuse

Be alert for a child who:
has unexplained injuries or burns
does not want to tell you how an injury occurred
explains an injury differently than other members of family
has serious injuries that are left untreated
fears going home
has bald spots (a sign of hair pulling)
wears clothing that covers arms and legs, even in warm weather
refuses to undress for gym class
is overly aggressive or withdrawn

Sexual Abuse

Be alert for a child who:
has difficulty walking or sitting
has pain or itching around genitals
has unusual knowledge of or interest in sex
is extremely moody
has poor peer relationships; especially with opposite sex
has a sudden onset of behavior problems
is unwilling to change or participate in physical education class
fears going home

Physical Neglect

Be alert for a child who:
wears clothes that are unusually dirty, the wrong size or torn
has poor hygiene
seems to be underfed and is always hungry
has unattended medical needs
begs or steals food
is often absent or late
consistently lacks supervision, especially for dangerous activities or for long periods of time
has drug or alcohol problems

3. Report Confidentiality

The identities of persons making child abuse or neglect reports to the DCS or local law enforcement are confidential and only made available to individuals legally authorized to obtain such information. Persons making reports may be required to testify at judicial proceedings if court action becomes necessary.

4. Privileged Communications Waived

Indiana law provides that what is generally considered as “privileged communication” between a husband and a wife, a health care provider and patient, or a school guidance counselor and student, is not grounds for failing to make the required reports concerning child abuse or neglect. Priests must also make reports unless the information formulating the reason to believe was gained within the Sacrament of Reconciliation. In such cases, priests may urge the individual providing the information to make a report or to provide the information to another person who may then make the report.

5. Reporting Immunities

Any person who has reason to believe a child is a victim of abuse or neglect and reports to DCS or law enforcement, or a person, who cooperates in a judicial proceeding resulting from such a report, is presumed to have acted in good faith and, therefore, is immune from civil or criminal liability. Such liability will only become a factor if it can be shown the person acted maliciously or in bad faith. One must remember, however, this immunity is only available to those making the statutorily required reports to a DCS or law enforcement agency and/or their direct supervisor. Legal actions for damages may still be available if a person disseminates information to other, additional parties. Therefore, a person should only make the report to the statutorily designated parties to insure retention of the statutory immunity protection.

Another important point a person reporting child abuse or neglect must remember is that his or her duty is a duty to report only. Once someone reports to DCS or local law enforcement and, if applicable, a direct supervisor or Vicar General, his or her duty under the statute ends. Although the person reporting may have to cooperate in a DCS or other public authority’s investigation, or may have to testify at judicial proceedings, he or she should not conduct a personal investigation. Investigating is the responsibility of DCS or law enforcement authorities. In fact, an unauthorized person who conducts his or her own investigation risks civil liability for invasion of privacy or defamation.

6. Purpose of Reporting

Protective service agencies are charged with the responsibility of protecting children and preserving family life. Their goal is to help families cope with the problems that cause child abuse, not to separate children from their parents.

7. Penalty for Not Reporting

Persons who knowingly fail to make a required report of child abuse or neglect commit a Class B misdemeanor (I.C. 31-33-22-1). Therefore, a person should always err on the side of reporting, as opposed to not reporting. A person having “reason to believe” a child is a victim of child abuse or neglect must make the immediate oral report to shield himself or herself from civil or criminal liability, and must inform his or her direct supervisor or a Vicar General, if applicable.

DIOCESAN COOPERATION WITH CIVIL AUTHORITIES

Any civil investigations of suspected incidents of child abuse or neglect will be accorded the complete and willing assistance of the appropriate Diocesan personnel. All necessary action will be taken to ensure the fair treatment of any Diocesan employee accused of child abuse or neglect. Pastoral counseling and guidance will be made available to any accused individual in an effort to support them through any investigatory period. Additional pastoral counseling will continue at the individual's request regardless of the outcome of the civil investigation. Everything will also be done to see that any child who is abused or neglected receives appropriate assistance and counseling. The following is a list of DCS and sheriff’s department offices located within the Diocese to which child abuse or neglect may be reported. Local town or city police departments or Indiana State Police Posts are not listed, but may be contacted in order to make a required report.

The Indiana Department of Child Services has a Child Abuse Hotline

To report child abuse or neglect to DCS, call 1 (800) 800-5556. The hotline serves as the central reporting center for all allegations of child abuse or neglect in the State of Indiana. It is available 24 hours a day, 7 days a week, and 365 days a year.

County Sheriff's Offices within the Diocese

Adams County

Adams County Sheriff's Department
313 South 1st Street, P.O. Box 608
Decatur, Indiana 46733
(260) 724-5345

Allen County

Allen County Sheriff's Department
101 Courthouse
715 South Calhoun Street
Fort Wayne, Indiana 46802
(260) 449-3000

DeKalb County

DeKalb County Sheriff's Department
215 East 8th Street
Auburn, Indiana 46706
(260) 925-3365

Elkhart County

Elkhart County Sheriff's Department
111 North 3rd Street
Goshen, Indiana 46526
(574) 533-4151

Huntington County

Huntington County Sheriff's Department
332 East State Street
Huntington, Indiana 46750
(260) 356-8316

Kosciusko County

Kosciusko County Sheriff's Department
221 West Main Street
Warsaw, Indiana 46580
(574) 267-5667

LaGrange County

LaGrange County Sheriff's Department
0875 South State Road 9
LaGrange, Indiana 46761
(260) 463-7491

Marshall County

Marshall County Sheriff's Department
210 West Madison Street
Plymouth, Indiana 46563
(574) 936-3187

Noble County

Noble County Sheriff's Department
210 South 7th Street, P.O. Box 22
Albion, Indiana 46701
(260) 636-2182

St. Joseph County

St. Joseph County Sheriff's Department
401 West Sample Street
South Bend, Indiana 46601
(574) 235-9611

Steuben County

Steuben County Sheriff's Department
206 West Martha Street
Angola, Indiana 46703
(260) 668-1000 Ext. 4000

Wabash County

Wabash County Sheriff's Department
79 West Main Street
Wabash, Indiana 46992
(260) 563-8891

Wells County

Wells County Sheriff's Department
1615 West Western Avenue
Bluffton, Indiana 46714
(260) 824-3426

Whitley County

Whitley County Sheriff's Department
101 West Market Street
Columbia City, Indiana 46725|
(260) 244-6410