

# CCD Parent Handbook

# *Saint John* THE BAPTIST

# ROMAN CATHOLIC PARISH



109 North Main Street, PO Box 48, Glandorf, Ohio 45848

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This written information is to be given to all registered families and Religious Education Department employees.

## MESSAGE FROM THE PASTOR

Dear Parents,

I want to thank you for choosing our Religious Education program to help foster your child's faith life. As you know, you are the first teachers of your children in the ways of faith. It will be your responsibility to pass on the faith you have obtained in the past years.

We are doing what Jesus has told us to do by sharing the Gospel and Church teachings to all nations. I see our program as a haven for vibrancy and joy in a difficult world.

Thank you very much. God bless you all.

*Fr. Tony Fortman, C.P.P.S.*

*Pastor*

## COORDINATORS

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*"I have chosen you from the world, says the Lord,  
to go and bear fruit that will remain." ~ John 15:16*

## OUR MISSION STATEMENT

The mission of St. John the Baptist Catholic Religious Education Program is to provide a quality, Christ centered education based on the values put forth by the Gospel and established by Jesus Christ Himself through His Church over 2000 years, which has been the Catholic tradition in this Glandorf community for over 175 years.

Through Baptism, the seeds of Christianity have been planted in your child. Let us continue this journey together nurturing each part of your child: mind, body and spirit; and watch them grow in the love and grace of the Lord.

## OUR GOAL

By providing a caring, nurturing environment, we seek to develop in children a love of God and His ways, a prayerful attitude, an appreciation for the Church and our local community, and a continuing respect for themselves and others.

Parents and families are involved in the learning process, empowered to be their child's primary educator through life: in school, in the world, and in faith. We strive to strengthen each Domestic Church. This is the family home, which is a child's first community of grace and prayer, and each child's first school of Christian virtues, including charity.

*"Teach a child to choose the right path and when he is older  
he will remain upon it." ~ Proverbs 22:6*

## REGISTRATION

The student's registration forms must be completed and on file in order for a child to attend Religious Ed classes held at St. John's Parish Center. These registration forms will be sent home in early spring with children currently attending, and are available from the Coordinator for new students. Incoming Kindergarten parents will receive forms in the mail during the summer.

## WITHDRAWN STUDENTS

Upon registration, your child is expected to attend the entire school year. However, if your child will not complete the school year with our program, parents must notify, in writing, St. John's Religious Ed Department, and also Glandorf Elementary.

Once a child is withdrawn, he/she may re-enroll the following school year.

## COMMUNICATION

To help keep you up-to-date on information in the Religious Education Department here at St. John's, we have signed up for a program called REMIND. Remind allows you to receive one-way messages via texting, or email. This is a free service but standard msg. and data rates may apply according to your personal plan. REMIND will keep your phone number private, while making it a lot easier to stay in touch with items needed, reminders for parent meetings, or weather related cancelations for evening Religious Education events, etc. It is similar to the texts that come across for the OG School District when there is a school delay/closing. Also, you will not be able to reply back to these messages.

If you are not currently on this system, please contact the Religious Education office.

## SCHEDULE

1<sup>st</sup> Period of the school day – grades K thru 4

2<sup>nd</sup> Period of the school day – grades 5 thru 8

## CURRICULUM

**Kindergarten program: Who AM I?** Image of God Series by Ignatius Press

A Catholic religion curriculum for kindergarten children with a text/workbook that presents the faith in a lively, colorful manner with state of the art graphics.

- Founded on two unifying key truths: God and creation.
- Stresses the dignity of each child made in God's image.
- Presents the faith in terms and activities children understand.
- Each lesson includes Bible stories, "Concepts of Faith", home activities and fun workshops.
- Designed for tear out sheets with Family notes on the back
- Each class has special Story Time with Fr. Tony in their classroom.

- A Parents/Student informational meeting and tour of our Parish Center is held BEFORE the children begin school.

## **Faith & Life series** . . . A catechetical series for grades one through eight, by Ignatius Press

### **Grade 1: Our Heavenly Father**

Introduction to the Holy Trinity through presentations on God the Father, the life of Jesus, the Holy Spirit, God's plan of salvation and our part in that plan. Acquaints children with Mary, angels, and the saints. Children learn basic prayers.

#### **Sequence**

- *Ch. 1-8:* The Old Testament, God our Creator; our home in Heaven lost through original sin; the world prepares for the Savior.
- *Ch. 9-21:* The Incarnation, life, death, and Resurrection of Jesus.
- *Ch. 22-28:* The Holy Spirit, the Church, and Mary our mother.
- Each class visits the Sacristy & Sanctuary during Advent for a tour with Fr. Tony. We call it Vesting.

#### **Aim**

To introduce first-grade students to the Church's faith regarding the Triune God, the life of Jesus, the work of the Holy Spirit, and the life of prayer, with a special emphasis on growing to know, love, and trust God.

### **Grade 2: Jesus Our Life**

Preparation for the first reception of the sacraments of Penance and Holy Communion, with the law of God and salvation history as background. The lesson emphasizes God's mercy and love. Covers Creation, the Covenant with Moses, the Ten Commandments, Redemption, Forgiveness of Sins, and the Mass.

#### **Sequence**

- *Ch. 1-16:* God teaches us through his law; we obey through love.
- *Ch. 17-23:* We find forgiveness of sins through Jesus' sacrifice.
- *Ch. 24-34:* We prepare for life in Heaven by reception of Jesus in the Eucharist and our life in the Church.
- They receive their 1<sup>st</sup> Penance in January, and their 1<sup>st</sup> Holy Communion in May.

#### **Aim**

To prepare second-grade students for the sacraments of Confession and Holy Communion, and to help them appreciate God's love for them shown in these two sacraments. Students will learn how to receive the Sacrament of Confession, the order of the Mass, and the basics of prayer.

### **Grade 3: Our Life with Jesus**

God's plan of salvation, from creation to the Incarnation and Redemption to the birth of the Church at Pentecost and our life in the Church. Special emphasis on the importance of Confession, Communion and the Mass.

#### **Sequence**

- *Ch. 1-7:* The Old Testament covenant with God.
- *Ch. 8-14:* Obedience through love of God and his laws. In Confession we meet Jesus in his mercy.
- *Ch. 15-25:* The life of Jesus and Jesus in the sacrifice of the Mass.

- *Ch. 26-30:* Our part in the Church born of the Holy Spirit; our relationship with Mary and the Communion of Saints.
- In November, the 3<sup>rd</sup> Graders are enrolled into the Brown Scapular.

### **Aim**

To show third-grade students that they belong to God's chosen people and that the child's family is an important part of God's family, the Church. Also, to encourage prayer and love for God's law.

### **Grade 4: Jesus Our Guide**

God's plan to save his people from sin (Salvation History), how we participate in that plan, and the many ways God helps us in our pilgrimage on earth to Heaven through his word, his law, and his Church.

### **Sequence**

- **B.C. Before Christ**  
*Ch. 1-14:* The fall and the first murder. The sin and suffering of mankind. God chooses his people and their leaders.
- **A.D. In the Year of Our Lord**  
*Ch. 15-30:* History changes when Jesus the King comes. Through grace, especially in the sacraments, we receive the strength to do good.
  - The Rosary is taught also during this year.

### **Aim**

To help fourth-grade students understand their purpose and goal in life, and to see God's plan in history and society to lead us all to Heaven, our true, eternal home.

### **Grade 5: Credo: I Believe**

A thorough study of the articles of the Creed as the basic belief of our Catholic faith, with a special emphasis on careful understanding of definitions through the words of the Gospels, and the prophets, and the prayers of the Church.

### **Sequence**

- *Unit 1:* God the Father of All. The Old Testament and mankind's participation in and loss of God's life.
- *Unit 2:* God the Son, the Redeemer. The fulfillment of God's plan in Christ, God and Man.
- *Unit 3:* God, the Holy Spirit, the Sanctifier. Our call to holiness and witness in the Church.
- The 5<sup>th</sup> Graders get introduced to St. John Paul II's teaching, having 4 weeks of Theology of the Body for Middle Schoolers in March/April.

### **Aim**

To help fifth-grade students acquire a solid knowledge of God and his Church through the understanding of the Creed we profess, and the distinguished truths of our faith from errors that lead away from the love of God.

### **Grade 6: Following Christ**

The blueprint for a life of love: the law of God, especially in the Ten Commandments, and the presence of Jesus in the Holy Mass. The interaction of the challenges of God's law and his gifts of grace that help us fulfill his law.

### **Sequence**

- *Part 1:* The Ten Commandments. Forming the conscience and increasing closeness to God.

- *Part 2: The Holy Mass.* An emphasis on the Real Presence and Christ's sacrifice and explanation of the parts of the Mass.
- *Part 3: The Last Things.* Death and God's judgment of us, with an emphasis on the great happiness of Heaven.
- The 6<sup>th</sup> Grade begins their preparation for the Sacrament of Confirmation by doing acts of group service for the parish, and a 5 week session of Theology of the Body for Middle Schoolers in the winter.

### **Aim**

To help sixth-grade students learn to love the moral law as Christ did and to cherish and love the Mass as our best prayer to God, and especially to revere and adore Jesus in the Blessed Sacrament.

### **Grade 7: The Life of Grace**

Grace as our link with God, his gift to us to bring us to Himself and his eternal life, with an emphasis on transmission of grace through the seven sacraments and on God's loving gifts of revelation, of himself through the prophets, the Incarnation, and the Church. The role of grace in developing the virtues.

### **Sequence**

- *Part 1: God Reveals Himself.* The revelation of God through creation, the prophets, and to the chosen people.
- *Part 2: God becomes Man.* Jesus, true God and true Man, Priest and Sacrifice.
- *Part 3: God Shares His Life.* The operation of grace in our lives, in developing the virtues especially through each sacrament.
- This is the instructional preparation for the Sacrament of Confirmation.

### **Aim**

To help seventh-grade students treasure the sacraments as indispensable to a full Christian life of love and truth. To understand how grace works and its relation to practicing the virtues, and to appreciate our gifts of reason and faith.

### **Grade 8: Our Life in the Church**

The history of the Church — it's founding by Christ, its birth in the Holy Spirit, the marks of the one, true Church, the Fathers and Doctors of the Church, the saints and the role of the religious and laity up to the present. The structure of the Church Jesus planned, the role of the Magisterium, the clergy, the religious and the laity and our own vocations.

### **Sequence**

- *Part 1: The Church.* Christ's plan for the Church's structure and its necessary attributes; the Church's teaching authority. The early Church: Martyrs, Fathers, Saints and Mary.
- *Part 2: The Christian in the World.* Religious and laity, Holy Orders, Marriage, and family life; call to holiness.
- *Part 3: The Last Things.* Death, Judgment, the end of the world.
  - The 8<sup>th</sup> Grade receives the Sacrament of Confirmation in the fall.
  - The 8<sup>th</sup> Grade is responsible for our May Crowning Mass in May. They also have a special Graduation Mass for them at the end of the school year.

### **Aim**

To help eighth-grade students know and love the Church as Christ's Body, and respond to the teaching of the Magisterium as the sure voice of Jesus, so that young people may be strengthened through their lives in the Church to face the confusion and secularism of modern-day society.



## **ADDITIONAL CURRICULUM REQUIREMENTS of THE DIOCESE OF TOLEDO**



The **Touching Safety Program for Children™** is a vehicle through which parents, teachers, catechists, and youth ministers give children and young people the tools they need to protect themselves from those who might harm them. This program and each included lesson are founded on the principles of appropriate relationship boundaries within the context of Church teachings. All lessons are age-appropriate and help children develop the vocabulary and boundary distinctions necessary to empower them to begin to recognize inappropriate behavior by others, while practicing appropriate relationship boundaries in their own lives.

The last two pages attached to this handbook is an overview on this diocesan required program which is implemented in grades K - 12. During each school year, there will be one lesson taught in the fall and one lesson in early spring.

There are also the following documents at [www.stjohnlandorf.org](http://www.stjohnlandorf.org): Teaching Boundaries & Safety Guide, Teaching Touching Safety Guide, and an Opt Out form, as you do have this option for your child.

### **ADDITIONAL GROUP FAITH FORMATION**

All School Masses – Opening school year in August, All Saints Day in November, Immaculate Conception in December, Ash Wednesday, May Crowning, and Closing school year.

Eucharistic Adoration & Benediction – first week in October joining in the Worldwide Children’s Holy Hour with the Rosary, and during Lent with the Liturgy of the Hours.

Eucharistic Adoration - Each homeroom is scheduled for prayer before the Blessed Sacrament sometime throughout the school year.

Stations of the Cross – during Lent

### **WEEKLY MASS ATTENDANCE**

- Tuesday 8:40am – grades 6 & 8
- Wednesday 8am – grades K, 2 & 4
- Thursday 8:40am – grades 5 & 7
- Friday 8am – grades 1 & 3

### **THE SACRAMENT OF PENANCE**

Each class in grades 3 through 8 has the opportunity to receive the Sacrament of Penance sometime throughout the school year during class time. Be aware that it will not be during the Penitential Seasons of Advent & Lent. During these times, the parish provides Penance Services in the evening for families to attend together which we encourage you to do. This Sacrament is also offered every Saturday morning after 8am Mass and at 4pm.

## **CARE OF BOOKS**

Students are responsible for keeping their textbook in good condition. The Religious Ed Dept. will reuse these books each year. Students will have an activity book that they are permitted to write in.

## **HOMEWORK AND HOME LEARNING OPPORTUNITIES**

Our program is set up to maximize learning so one can expect at various times to receive work to do at home. Sacramental work and various forms needing to be returned to class will have specific deadlines to ensure that the child stays on track to receive the Sacrament at the time scheduled.

Also, the student textbook will be sent home regularly with the student in order for the parents to be involved as the Primary Educators of their child. The current chapter can be read together as a family and discussed openly in the home setting to reinforce the lessons.

## **DELAYS, CANCELLATIONS, INCLEMENT WEATHER**

If Glandorf Elementary is delayed or canceled, there will not be Religious Ed classes that day.

## **ILLNESS**

If your child is experiencing any sickness, they will be walked back to the elementary school, and their staff will tend to the child as needed.

## **MEDICAL CONDITIONS**

In the event that your child has a medical concern, please notify the Religious Ed office so we can follow any special instructions. Understand that the elementary school cannot release this information to us; therefore you will need to notify us separately.

## **SAFE SCHOOL PLAN / EMERGENCY PREPAREDNESS**

St. John's Parish Center is a secure facility in which all entrance doors remain locked during the day. Anyone arriving at the building and requesting to enter the building may be asked to show identification.

Fire drills and tornado drills are held to prepare children for an emergency situation. A lock-down drill occurs to prepare for any possible environmental threat or threats of violence.

If an emergency situation occurs, parents will be notified as soon as possible using the Remind text/email alert system in place. This system is explained in the Communication section of this handbook.

## **CELL PHONES of PARISH STAFF, INCLUDING TEACHERS**

All Staff members of St. John's Parish will have their cell phone with them and turned on while working or teaching. These are used for communication when needed as part of our Safe School policy.

## **STUDENT CELL PHONE**

In conjunction with the policy of Glandorf Elementary, students cannot have a cell phone on their person. It must be kept in their locker at the public school building. Any violation of this policy while a student is under the supervision of the Religious Education Department may result in disciplinary action and/or confiscation of the cell phone. It will be the STUDENT'S responsibility to have his/her parents contact the Coordinator and make arrangements to pick it up, if this happens. If there is a second occurrence with the same student, additional steps may be taken.

## **CODE of CONDUCT**

With Jesus Christ our Savior as our guide, children will be cared for in a loving, respectable fashion. Children will be supervised at all times. Staff members will follow appropriate child guidance techniques outlined by The Diocese of Toledo Expectation Form for all those who minister to youth.

If a child displays behavior that is inconsistent with the rules and values established in their classroom and/or the program for the good of all, their behavior will be redirected in a positive manner. Staff members shall have a conversation with the child, modeling positive behavior and encouraging positive alternative choices and virtues. In the event that problem behavior is persistent or the safety of the child or other children/ staff is at risk, staff members will intervene as quickly as possible by utilizing the following steps accordingly.

### Consequences:

- 1<sup>st</sup> Offense: Verbal Reminder – in classroom, during class, as soon as it happens.
- 2<sup>nd</sup> Offense: Student will complete a Reflection Form, and then this form will come home for parents/guardian signatures and returned the next day to CCD.
- 3<sup>rd</sup> Offense: 2<sup>nd</sup> Reflection Form completed by student and sent home for parents/guardian signatures, and a phone call to the parent by the CCD teacher.
- 4<sup>th</sup> Offense: Arrange for student to talk with the Religious Ed Coordinator and complete Janitorial Work for St. John's Parish.
- 5<sup>th</sup> Offense: Student meets with the Pastor, Coordinator, and both parents/guardian.

## **CLOTHING**

On Mass days, be mindful of what your child wears in order for them to show respect for God in His house, especially if they are of the age receiving His Body & Blood.

Since the children travel outside from the elementary building to St. John's Parish Center, be sure your child is dressed for the weather each day.

## **CONCERNS NOTED BY THE RELIGIOUS EDUCATION STAFF AND/OR PARENTS**

Staff members are required by law to report suspected abuse or neglect cases to Putnam County Children's Services and the Diocese of Toledo.

If you have questions or concerns about the program, staff, curriculum, etc., please request a meeting with your child's teacher and the program coordinator.

## **PROCEDURE FOR RESOLUTION OF CONCERNS**

Should parents or employees need assistance in resolving a concern related to the Religious Education Department, it is recommended that the individual(s) take the following steps for resolution. Open communication is a key factor to resolving concerns. First, one should have a discussion with the teacher or staff member to which the concern is directly related. If you need the contact number for your child's teacher, please call the Coordinator.

## **ARRIVING LATE TO SCHOOL**

If you bring your child to school during the 1<sup>st</sup> or 2<sup>nd</sup> period and your child's homeroom is at our facility, you will need to check in with the Glandorf Elementary.

## **DELIVERING AN ITEM FOR YOUR CHILD**

If your child forgets an item for school, please take it to Glandorf Elementary, even if your child is at the Parish Center at that time.

If it is an item needed while your child is in our facility, you will need to come to the north door or west door of the Parish Center to drop it off.

## **SOCIAL MEDIA DISCLAIMER**

Our Religious Education program may take photographs of students; these photographs document learning and activities of the students. Please be advised that your child's photo may be posted in the Parish Center or in the church. It also may be included on communications, which may include but is not limited to programs, newsletters, flyers, parish bulletin, parish website, newspapers, etc. It is the parish policy that photos of youth will not be posted on the parish Facebook page. If you have a concern about this, contact the Religious Education Coordinator.

### ***DISCLOSURE STATEMENT***

*This handbook and its provisions may be changed, modified, altered, or deleted as needed, at any time by St. John the Baptist Catholic Church Parish Pastor, within his sole discretion without prior notice.*

*St. John the Baptist Religious Education program is a program of St. John the Baptist Catholic Parish. The Pastor of St. John the Baptist Catholic Parish has final say over any changes made to the Religious Education program.*