

Immaculate Conception Catholic Church

CCE Parent Handbook

This handbook has been compiled as a resource to inform you of the religious education policies and procedures. It is our hope that this handbook will facilitate a greater understanding of the cooperation necessary to formulate a positive and meaningful Catholic faith experience for all. Classes for the 2020-2021 school year will begin on Sunday, September 13, 2020. Classes will be held as follows:

Pre-K thru 12th Grade

Sunday mornings

9:15 – 10:30 a.m.

Classes will begin and end promptly at the appointed time. Please show your child's teacher that you appreciate the effort they put into preparing for their classes by making every effort to have your child in class on time. Sunday school starts each Sunday at 9:15 a.m. Please help your child to be on time and attend as often as possible. Consistency and continuity are extremely important for your child. To provide the best learning experience, we teach in units of study that build from week to week through the month, and it's best for the child to be able to experience each week's lesson, if possible. We prepare carefully each week to begin meaningful teaching from the very beginning of the class, and your child's arrival on time helps the whole class to get the most out of the session.

Please remember that CCE classes are NOT A SUBSTITUTE for the Sunday Liturgy. Children should understand that worshipping with the parish community at Sunday Mass is an important part of their spiritual growth as Catholic Christians and is also a part of their CCE curriculum and must not be neglected. Parents are under obligation to attend Sunday Mass or Saturday Vigil weekly with their child(ren).

CORONA VIRUS

The safety of our parish family has always been, and will continue to be our number one priority. The continuous inconsistency brought on by this COVID-19 pandemic has been very difficult to navigate through. Protocol and regulations are constantly changing. We are doing our best to continuing to function the best we can while being as safe as possible. We ask that you please continue to be patient and understanding with us as we make the necessary changes for our Fall 2020 CCE program. The increase of cases in/around our county, and the uncertainty of what the future holds, has made us much more cautious about strictly following the guidelines set forth by Archbishop Cardinal DiNardo. We encourage you and your family to review and follow these guidelines that were set at the beginning of the pandemic.



REGISTRATION

Families must be registered at Immaculate Conception Parish to attend CCE and the sacrament preparation programs. The CCE registration form and payment options are found on <https://stspbellvilletx.org/icccce-registration-information>. Due to rising cost, the CCE department is requesting a contribution of \$35 per student. The fee for First Communion is \$25 per student. This contribution is critical to buying textbooks, educational materials and more for our students – we greatly appreciate and value your support. No child will ever be denied religious education because of financial need. Please contact the Director of Religious Education if financial assistance is needed.

CATECHISTS

Our Catechists are confirmed parishioners who come forward to share their faith with your child. Their reward comes from the goodness of their hearts. They are excellent examples as stewards of their time and talents to our church community. Our volunteer catechists deserve our continuous support and encouragement!

At the same time, Catechists are encouraged to participate in training offered by the parish and the Archdiocese in a continual effort to enrich their personal faith life and our program.

ATTENDANCE POLICY

All children are expected to be consistent in attending CCE. They are required to attend at least 80% of Religious Education classes at Immaculate Conception Catholic Church. During the 2020-2021 school year, the following requirements must be met:

Sessions
24

80% Required
20

If your child is unable to meet these requirements for any reason, please contact me as soon as possible. If unforeseen circumstances arise and any student is unable to meet these requirements, the validity of the absences will be determined on an individual basis. Any conflicts arising over school/practice schedules should be resolved as soon as possible, as these are not considered a valid excuse for missing classes. A decision will be made by the DRE and/or Fr. Tim. Good attendance and participation provide the necessary faith foundation for Catholics to understand and more fully live the sacramental life.



DISCIPLINE POLICY

It is important to help the children understand what it means to be a part of a Catholic Christian Community. Children are expected to be respectful in words and actions to one another as well as to their Catechists and other adults. Our goal in enforcing good conduct is to be respectful and considerate of each person in our program; both adults and children. All CCE students must conduct themselves in accord of the standards of Christian charity, virtue, good manners, civility and due respect.

Disruptive behavior will not be tolerated. Our discipline policy is based on the removal of the offender from the classroom for the duration of the class period to teach the child to take responsibility for his or her actions and to maintain a learning environment for the other students. ***We will not ask our volunteer Catechists to tolerate misbehavior from any student, nor will we allow a few to ruin class for the majority who are here to learn.***

The Catechist will discuss classroom rules and explain what is expected from every child. Should a child exhibit inappropriate behavior, they will be given a warning, respectfully, from their Catechist. If the child continues to exhibit inappropriate behavior, the child will be taken to the CCE office. The DRE and/or office staff will fill out a disciplinary form with the child's name and an explanation of the incident. The form will be sent home with a copy kept on file. After a child is sent to the office a second time, the parent will be contacted. If a child is engaged in fighting or destructive behavior, the parent will be notified immediately at the first offense.

ELECTRONIC DEVICE POLICY

Cell phones and other electronic devices can be a distraction during class. Some catechists allow cell phone use as part of their curriculum. However, we ask that you discuss with your child the importance of respect concerning unnecessary cell phone use during class. Adults, including catechists, are asked to silence or turn off all electronic devices when not used as class project during class time. **If repeated unnecessary use of these devices, they will be taken up by the Catechist and given to the DRE and will only be returned by the DRE to a guardian after class.**



CIRCLE OF GRACE

What is Circle of Grace?

Circle of Grace is the approved safe environment training program for elementary, junior high and high school students enrolled in religious education in the Archdiocese.

The goal of the Circle of Grace program is to educate and empower children and young people to actively participate in a safe environment for themselves and others.

Circle of Grace is the love and goodness of God that surrounds us and all others. It is the recognition that God is with us always and is there to help us in difficult situations. Through the Circle of Grace Program, adults assist children and youth to recognize God's love by understanding that each of us lives and moves within a Circle of Grace.

The Circle of Grace program teaches children and young people to seek help from a trusted adult, reinforcing God's presence in their real-life struggles.

After prayerful consideration, if you decide to exercise your right to have your child excluded from participation in the Circle of Grace class, an "opt-out" form will be provided to you and must be submitted to the parish before the lesson is scheduled to take place. More information on Circle of Grace is included in this packet.

SAFE ENVIRONMENT TRAINING

All catechists, assistants, small group leaders, parents and volunteers of any capacity must complete safe environment training through CMG Connect. A refresher course is required after 5 years. If you have taken Virtus, this is sufficient for up to 5 years, after that time is up, you will be required to do the refresher on CMG connect as well. Please see below on instructions to complete. Let us know if there are any questions.

New Users:

1. visit <https://GalvestonHouston.CMGConnect.org>
2. Fill out the Register for a new account section on front page
3. Follow prompts and go to dashboard to see required training curriculums.
4. (Safe Haven is the training course that you are required to do. The Defensive Driving Curriculum is optional.)
5. You will click start curriculum on the Safe Haven Training and start the 3 segments given

Virtus or Returning Users:

1. Visit <https://GalvestonHouston.CMGConnect.org>.



2. Click on the Sign in Here button on the right top corner (its green)
3. Please log in with your Virtus log in and your password will be 1234. (please change your password once you log on.)
4. Once you log in you will be promoted to edit your account information. (if no please click edit profile on the left side of your screen, to edit your information and make sure everything is correct.)
5. You will then be able to go to your dashboard and see your required Training Curriculums. (Safe Haven is the training course that you are required to do and replaces your Virtus Training. The Defensive Driving Curriculum is optional.)

You will click start curriculum on the Safe Haven Training and start the 3 segments given.

DISMISSAL

Pre-K thru Kindergarten Dismissal: For your child's safety and protection, a responsible party must pick up children in these grades from their classroom.

Please **DO NOT** park in front of the CCE building or cemetery during CCE hours. By doing so you are blocking traffic and most importantly, endangering the lives of our children. Thank you for your cooperation.

SACRAMENTAL PREP

Canon Law requires that the sacraments be received in the parish where one worships and participates in community. Therefore, participants in sacramental programs should be registered parishioners of Immaculate Conception Catholic Church who regularly attend Mass.

FIRST HOLY COMMUNION

RECONCILIATION. In Galveston-Houston Archdiocese, preparation and celebration of Reconciliation is required prior to the reception of First Eucharist. Preparation for the Sacrament of Reconciliation occurs during the 2nd grade CCE class. If your child will be receiving the Sacrament of Reconciliation, they must be baptized. A copy of the Baptismal Certificate must be provided and the family must be registered parishioners. Children have to be enrolled in CCE classes and have successfully completed the prior year of CCE (with a minimum of 80% attendance). A parent is **REQUIRED** to attend a **MANDATORY** meeting which is scheduled for Saturday, February 6, 2021 during the First Reconciliation Mini-retreat.



FIRST EUCHARIST (COMMUNION). First Eucharist is generally celebrated in the Easter Season for children in the 2nd grade and higher. Children must be enrolled in CCE two-years as a way of understanding the eucharist as the sacrament of gift. The child must be baptized and present a Baptismal Certificate, must be a registered parishioner, be enrolled in CCE classes and have successfully completed the prior year of CCE classes (with a minimum of 80% attendance). Registration for First Eucharist can be found on <https://www.stspbellvilletx.org/icc-first-communion-primera-comunion>. First Eucharist will be celebrated May 2, 2021. A parent is REQUIRED to attend a MANDATORY meeting which is scheduled for Saturday, February 6, 2021 during the First Reconciliation Mini-retreat.

CONFIRMATION

Confirmation is the completion and fulfillment of our Baptismal promises. Through the Gifts of the Holy Spirit, we become instruments of unity and maturity, displaying Christian witness and apostolic action.

Confirmation formation at Immaculate Conception is offered to students in the 10th and 11th grades and older. Those wishing to celebrate the Sacrament of Confirmation must have received the Sacraments of Baptism, Reconciliation, and Eucharist and **must attend Mass regularly**. They must have successfully attended CCE classes for two years (with a minimum of 80% attendance) prior to the present year. Candidates are required to attend retreats, perform community service projects, and will be interviewed to determine their readiness to receive the sacrament. Confirmation formation is separate from the regular CCE classes. Candidates **MUST** meet attendance requirements in their regular CCE classes and participate with the class as well as attend all Confirmation sessions.

RITE OF CHRISTIAN INITIATION(RCIA) FOR CHILDREN

This program is for children and teens over the age of 7, who are not Baptized or Baptized in another faith and wish to join the Catholic church.

Your child will attend a special class where they will learn church traditions, prayers, and Sacred Scripture. These classes will help them understand the Catholic faith on a deeper level and prepare them to receive the Sacraments of Baptism, Reconciliation and First Holy Eucharist. The students are evaluated throughout the year and if ready, the student will receive their Sacraments with the regular First Communion class. There is no time set on receiving of Sacraments, it is when the child is ready. Contact the DRE for special instructions.



Immaculate Conception Catholic Church

Industry, TX

CCE Parent Handbook

We at Immaculate Conception want each child to have a wonderful and enriching learning experience. We believe that it is also your wish for your child. Please take a moment to read all the guidelines in the handbook with your children. Sign and return this page so that we can keep a copy with your child's records. Return the signed copy by Sunday, September 27, 2020. Thank you for your cooperation.

I acknowledge that we have read and understand all the information in the Immaculate Conception CCE Parent Handbook. My family is also a registered member of Immaculate Conception Church Parish.

Parent/Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date





THE ROMAN CATHOLIC COMMUNITY OF • IMMACULATE CONCEPTION •

Dear Parent(s),

For the last few years, we have partnered with the Archdiocese to implement a program that promotes safe environment with our children called “Circle of Grace.” Each year, we dedicate a few of our Catechetical Sessions to cover this age-specific material in each of our grades K-12. The Circle of Grace program will be assisting our young people with education and guidance on appropriate boundaries, self-respect and respect for others. This program encourages healthy relationships and teaches our children that God is always present with us.

The goal of the Circle of Grace program is to educate and empower children and young people to actively participate in a safe environment for themselves and others. Circle of Grace is the love and goodness of God that surrounds us and all others. It is the recognition that God is with us always and is there to help us in difficult situations. Through the Circle of Grace Program, adults assist children and youth to recognize God’s love by understanding that each of us lives and moves within a Circle of Grace. The Circle of Grace program teaches children and young people to seek help from a trusted adult, reinforcing God’s presence in their real-life struggles.

This letter will serve as formal notice that Circle of Grace will be offering a grade-level specific class during your child’s normal CCE class sessions during the month of January 2021.

There are additional resources that are available to you, including the grade-specific lesson plans previously listed. These resources can also be provided to you for further evaluation and consideration upon request. As with our Sacred and Safe program, you do have the option of excluding your child from these lessons by filling out and returning our “Opt-Out” form. After prayerful consideration, if you decide to exercise your right to have your child excluded from participation in the Circle of Grace class, an “opt-out” form will be provided to you and must be submitted to the CCE office **before** the first lesson is scheduled to take place. The opt-out form is included in this handbook. If you do have any further questions, please feel free to contact me.

Sincerely,

Emma S. Jackson
DRE





CIRCLE OF GRACE
Program for Children and
Young People

Safe Environment Training
2018 Revised Edition
© 2007 *Archdiocese of Omaha*



Circle of Grace



The Catholic Mutual Group (CMG) Safe Haven is a sexual abuse prevention program for children and youth in grades K-12. This program continues the effort first begun on September 1, 2011, in compliance with the USCCB Charter for the Protection of Children and Young People. Cardinal DiNardo is directing that every parish in the Archdiocese implement Circle of Grace. This annual program provides a grade-specific lesson each year to help children and young people develop the skills to protect themselves from sexual abuse. More information can be found at <https://www.archgh.org/resources/parish-resources/circle-of-grace/>.

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The Circle of Grace program teaches children and young people to seek help from a trusted adult, reinforcing God's presence in their real-life struggles. This year the Circle of Grace program will be taught to your child during the last three Sundays in January during their CCE class. The lessons are listed below

Grade	Lesson
Kindergarten	What is the Circle of Grace? Activity - The Stoplight: Feelings Touch and Secrets Safety Plan
1st Grade	What is the Circle of Grace? Activity - The Stoplight: Feelings Touch and Secrets Safety Plan
2nd Grade	What is the Circle of Grace? Activity - The Stoplight: Feelings Touch and Secrets Safety Plan
3rd Grade	What is the Circle of Grace? Activity - Boundaries and our limits of our Circle of Grace Action Plan
4th Grade	Internet Safety
5th Grade	Understanding the Influence of the Media on our Circle of Grace
6th Grade	Circle of Grace: Pieces of the Puzzle Safe Relationships: Putting the Puzzle Together Boundaries: Every Piece has its Border Safety PLAAN: When Something Doesn't Fit
7th Grade	Saying "No" to Disrespect: Honoring Activity - Everyone's Circle of Grace
8th Grade	How to be Morally Responsible in Today's Culture
9 th , 10 th & 11 Grades	Communion of Saints Activity - Action PLAN Mary and Joseph say "Yes" When the Circle is Broken Recognizing and Responding to Boundary Violations Boundaries and Emotional Grooming



CIRCLE OF GRACE PARENT OPT-OUT FORM

- I understand that our parish or school is scheduled to present lessons from the Circle of Grace program to children in an effort to help create and maintain safe environments for children.
- I understand that this faith-based curriculum teaches that each person is sacred and encourages children to have greater respect for themselves and others.
- I am also aware that the lessons include personal safety information specifically regarding child abuse, child sexual abuse and Internet safety, and that children will receive instructions about what to do if they are harmed, or perceive potential harm, in any way by another person.
- Further, I have been offered the opportunity to review the materials to be presented and discuss the lessons with our parish or school.

After prayerful consideration;

- I have decided to exercise my right to have my child excluded from participation in the Circle of Grace lesson.
- I understand this “opt-out” form must be submitted to the parish before the lesson is scheduled to take place.
- I understand that this is the only class I can opt-out from the school year calendar and this will not affect my child's attendance record.
- I understand that this form is valid for the current school year only.

Name of Child: _____ Grade Level: _____

Parent/Guardian Name: _____ Phone: _____

Parent/Guardian Signature: _____ Today's Date: _____

_____ Please provide materials so that I might teach the information to my child at home.

_____ I do not wish to receive any materials.

