



*C.C.D. Handbook
2017-2018*

*St. Pius X Parish
Broomall, PA*

*Jesus said, "Let the children come to me, and do not prevent them;
for the kingdom of heaven belongs to such as these."*

Matthew 19:14

SAINT PIUS X C.C.D. PROGRAM

A Word of Welcome

Dear Families,

Welcome to the St. Pius X C.C.D. Program! Whether this is your first year enrolling your child(ren) or you a returning family, please know that we are happy to partner with you in sharing the Good News of our Catholic faith with your sons and daughters.

Provided in this *Handbook* is information regarding our C.C.D. Program, our policies and procedures, and our calendar. All of our policies are in place to help maximize your child's religious education. We strive to create a welcoming, faith-filled atmosphere and appreciate the support and cooperation of your family.

Be assured of our prayers and support as this new school year begins. Please do not hesitate to let us know if we can be of assistance to you and your family in any way. And again, welcome!

With God's peace,
The Volunteers and Staff of St. Pius X C.C.D.

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PROGRAM OVERVIEW... TO SHARE THE GOOD NEWS

"It is vitally important for the Church today to go forth and preach the Gospel to all: to all places, on all occasions, without hesitation, reluctance or fear. The joy of the Gospel is for all people: no one can be excluded."

"The Joy of the Gospel," Pope Francis

Mission

Saint Pius X Parish is committed to the religious education and faith life of all of our young parishioners. From its initiation here in the 1960s, the Confraternity of Christian Doctrine (C.C.D.) has played a vital role in the spiritual formation of countless individuals and families.

Ever aware of new opportunities and challenges, St. Pius X C.C.D. Program is dedicated to the Church's mission of spreading the Good News in a continual effort, "to restore all things in Christ."

Program Objectives

In support of our mission, "of spreading the Good News in a continual effort 'to restore all things in Christ,'" St. Pius X C.C.D. has set the following objectives:

- ❖ To support parents/guardians as the first and primary teachers of their children, by offering a structured, programmatic approach to catechesis
- ❖ To instruct students so they may come to know God through the study of Scripture, Tradition, Church History and Doctrine
- ❖ To encounter God in and through the celebration of the Sacraments, communal and private prayer and Scriptural reflection
- ❖ To respond to the Gospel by offering and modeling ways of serving those in need and promoting lives of service in response to the needs of others

Program Philosophy

Under the direction of the Pastor and the Director of Religious Education, and in conjunction with Archdiocesan guidelines, and the policies and procedures found in this Handbook, the C.C.D. Program offers weekly faith-filled instruction. Implementation of policies and curriculum guidelines are the co-responsibility of catechists and staff. Adherence to policies and procedures is the co-responsibility of families and students.

Classroom learning will share the treasures of our faith with the students in an age-appropriate fashion. Lessons and activities will be prepared by the catechists and adapted as needed. In response to the challenge of the *General Directory for Catechesis*, published by the Holy See in 1998, the catechists of the St. Pius X C.C.D. Program are prepared to undertake the fundamental tasks of catechesis in the following key areas:

- ❖ Promoting Knowledge of the Faith
- ❖ Liturgical Education
- ❖ Missionary Spirit
- ❖ Belonging to Community
- ❖ Teaching to Pray
- ❖ Moral Formation

ACADEMIC PROGRAM... TO COME TO KNOW GOD

"The Christian, born again of water and the Holy Spirit, has faith within him, but he requires the word of the teaching Church to nourish and develop it and to make it bear fruit."

"On Teaching Christian Doctrine," Pope Saint Pius X

Class Schedule

Tuesday Afternoon: 4:15 to 5:35 PM • Tuesday Evening: 6:45 to 8:05 PM

Registered students are expected to attend class from the first week in mid-September to the closing of the year in mid-May. A calendar is provided to families at the beginning of the year and may be updated during the course of the year. All updates will be communicated to families and posted on the website calendar. The website will always feature the most up-to-date calendar.

Elementary grades (Kindergarten through grade 6) attend class every Tuesday. Junior High students (grades 7 and 8) attend class during the evening session three Tuesdays each month, per the program calendar. Those who are preparing for the celebration of Sacraments may be required to come to additional activities or sessions during the year.

Registration

St. Pius X C.C.D. is open to students from grades K through 8. For a new student, the following items are needed: a completed registration form; a Baptismal Certificate with Church Seal (unless the child was baptized at St. Pius X); a Birth Certificate; and a report card or letter from previous Catholic School/C.C.D. (only for students entering grades 2-8).

Returning students and families are asked to ensure all information on file is current and accurate by completing a re-registration form.

At the time of registration families may indicate a preferred class time. Early registration is beneficial to securing your preference, as well as for planning purposes for the number of classrooms, desks, books, and catechists. Registration for a particular class may be closed when the student limit is met. This is done for safety, comfort (desk and desk size availability are limited) and for the ability to teach effectively.

Along with the registration forms there is a corresponding registration fee. Registration fees may be paid by cash or check, online via "Parish Giving," or with Scrip credit.

Record Retention

All Permanent Record Cards for students are retained indefinitely. Supporting materials for the Permanent Record Cards are retained for a period of six (6) years.

Learning and Health Concerns

It is the intention of St. Pius X C.C.D. Program to assist all families and students. As part of the registration process, please make the director aware of any learning challenges that your child may have, as we desire to support each student in the way that is best for him or her to learn. If your child has an IEP, an adapted plan for religious education can be arranged. Information will be kept confidential and the catechist will be informed of only what needs to be done for your child to receive the most benefit from the instruction.

If your child has any health issues (allergies, special needs, etc.) please indicate that during the registration process as well. Parents may also arrange a conference with the director and/or catechist so that we can help your child to be safe and healthy.

Curriculum Overview

The curriculum for the C.C.D. Program follows the religion guidelines established by Archdiocese of Philadelphia. In addition to the religion guidelines, the Archdiocesan scope and sequence may be used to direct learning objectives and the sequence that core concepts are presented to students. In order to meet the objectives outlined in the scope and sequence for a particular grade level, a catechist may not be teaching chapters sequentially. The religion guidelines and scope and sequences charts may be viewed at: <http://phillyocf.org/prep-resources/>.

As part of the curriculum a “Keeping God’s Children Safe Lesson” will be presented. This lesson is available for families to view at <http://phillyocf.org/safe-environment/>. The date for this lesson will be shared with families, and families may “opt-out” of having their child(ren) participate by contacting the director.

Textbooks and Materials

Students will be given a textbook or support material for use in class. It is expected that the student brings the textbook and/or additional materials to class each week as instructed by the catechist. Students are also expected to bring their own pens/pencils to class each week.

Homework

Catechists are permitted to assign homework assignments at all levels. Homework should not be excessive, but should reinforce the lesson and promote knowledge of God and His Church that will foster mature faith. Home assignments also provide families with an opportunity to discuss faith and share insights.

Memorization and Knowledge of Doctrine

There are minimum requirements for each grade level of religious education. Additionally, the memorization of certain prayers comprise an important part of each grade level. Students who do not meet the minimum requirements may need to work at home with a parent to continue on that level, or may need additional support during the Summer months, or may be placed in a lower level. Accommodations can be made by working with the director.

Testing and Evaluation

Catechists are allowed to employ whatever model of testing they find works best, which may include oral and/or written testing. Catechists are expected to notify students/families in advance.

Progress Reports

Progress Reports will be issued twice each year, in January and May, for grade levels K through 6. Progress Reports are not a reflection of a child’s faith. Rather they are meant to assist families in the ongoing conversation about learning and formation.

Awards and Recognitions

Throughout the year students will be recognized for their outstanding achievements and the enthusiasm they bring to learning about our faith. At the end of year awards will also be given to students who have shown expectational growth and faith throughout the year, as well as recognizing those students with perfect attendance.

SPIRITUAL FORMATION... TO ENCOUNTER AND LOVE GOD

"Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age."

Matthew 28:19-20

Prayers and Sacraments

Prayer is both communal and personal. Prayer is also an essential part of religious education. Each class session will begin and end with prayer, and students will be encouraged to pray both individually and collectively. Throughout the year classes will participate in a variety of spiritual offerings: seasonal prayer services, 40 Hours Eucharistic Devotion, celebration of the Sacrament of Penance and Mass. Families are encouraged to support and join in these offerings as well.

Sunday Mass and Holy Days of Obligation

Each week we gather to give praise and glory to God through our worship. When we gather at Mass we are able to receive the Body of Christ, which strengthens us for living lives of faith and service. St. Pius X C.C.D. Program is an extension of our Sunday worship, not a substitute. All Catholics who are able, are expected to attend Mass on Sundays and Holy Days. Students will learn the importance of weekly worship as well as the beauty and gift of the Mass and Sacraments. Weekly participation at Mass complements this learning.

Sacramental Preparation

Children in the second grade level prepare to celebrate and receive Penance and Holy Eucharist. Students in the sixth grade level prepare for Confirmation. As a general norm, two years of consecutive study are required before Sacraments. Alternate catechetical formats can be arranged for older students.

It is expected that:

- ❖ Children who are preparing to celebrate a Sacrament especially must be attending Sunday Mass on a weekly basis. At Baptism, the Catholic Christian makes a commitment to follow the teachings of Jesus Christ and the Church. The Sacraments of Eucharist and Confirmation call for a deeper commitment. Participation in the Mass each Sunday is necessary to nourish and strengthen the call to live a Christian life.
- ❖ Children who are preparing to receive a Sacrament, must demonstrate a desire to receive the Sacrament, expressed in words, study and Christian behavior.
- ❖ Children who are preparing to receive any of the Sacraments in the present year, and his/her parents/guardians are required to attend a liturgical service to publically declare their willingness to work together to get ready for each Sacrament and be affirmed in that commitment by the Parish Community.
- ❖ Parents/guardians of children who are preparing for the celebration of Sacrament are required to attend scheduled workshops.
- ❖ Children who are preparing to receive a Sacrament must participate in a retreat day, as well as any scheduled practices.

Other expectations particular to each of the Sacraments will be outlined during the year by the director and/or catechists.

POLICIES AND PROCEDURES... TO GROW IN HOLINESS WITH GOD

"The goal of our educational mission here in the Archdiocese of Philadelphia is simple: to equip saints for life in this world and the next. Today we continue the great witness begun many decades ago by the fourth bishop of Philadelphia, Saint John Neumann."

"Equipping Saints," Archbishop Charles J. Chaput, O.F.M. CAP.

Student Responsibilities

St. Pius X C.C.D. recognizes the dignity and worth of each our students. In order create a truly Christian atmosphere of charity and mutual respect, students are expected to:

- ❖ maintain a courteous attitude and speech with catechists and fellow students at all times
- ❖ listen carefully to instructions
- ❖ complete assignments and tasks as given
- ❖ cooperate in the classroom and during program projects
- ❖ participate reverently and attentively in church services and during prayer
- ❖ arrive on time and prepared for class sessions, to the best of their ability
- ❖ respect the shared space and belongings of others

Family Support and Expectations

The *Catechism of the Catholic Church* reminds us that, "the Christian home is the first school and the parents are the first to communicate the faith." St. Pius X C.C.D. Program operates in partnership with parents/guardians: home and C.C.D. work towards the same goals.

In regard to catechetical life, parents/guardians should:

- ❖ be examples of lived faith
- ❖ assist with homework assignments
- ❖ discuss lessons with the child
- ❖ communicate with the child's catechist
- ❖ be sure the child is prepared for class and arrives on time
- ❖ attend programs and in-classroom meetings when invited
- ❖ participate in liturgies of the C.C.D. Program, those during Tuesday sessions as well as other times that are designated as C.C.D. celebrations
- ❖ observe the policies listed in the C.C.D. Handbook
- ❖ parents/guardians may also be directly involved in the C.C.D. Program by offering his/her services through contacting the director and determining they may best assist

Safe Environment

Creating and maintaining a safe environment is a priority of our Church and St. Pius X C.C.D. Program. Students will be presented with a safety lesson, and policies are in place to maintain the physical safety of the students and school building including a fire drill and review of lock-down procedure.

All volunteers are required to provide a Pennsylvania State Police Check, Child Abuse Clearance, a Disclosure Statement regarding any prior arrests, as well as complete Mandated Reporter Training, and Virtus Protecting God's Children Program of the Archdiocese of Philadelphia. Volunteers who have lived out of state in recent years are required to obtain an FBI Check and get fingerprinted.

Identification Cards

Identification Cards are issued to each family, for admittance to the school building. The doors are locked when there are children in the building. Parents/guardians/designates must present the identification card to be allowed to enter the school building.

Attendance and Absentee Policy

Students are required to be present for a minimum of twenty-four sessions to be promoted to the next C.C.D. level. Make-up sessions will be scheduled for those who have more than five absences. Students who are preparing for Sacraments will be required to make up missed sessions when a third absence occurs.

If a student is unable to attend a class, the family must submit an "Absence Card" explaining the reason for the absence upon the student's return.

Parking/Traffic

Fire and safety regulations dictate that we keep the five lanes closest to the school completely open when the building is occupied. Parking in these lanes, even briefly, is not authorized. Parents/guardians are allowed to park on the south side of the Church (towards Sproul Rd) or on the west side of the fountain (towards the Kelly Center). Please exercise extreme caution and care while driving in the parking lots.

Arrival

Children may enter the school building through the door closest to the Church, or through the door adjacent to the cafeteria. Students who arrive more than 15 minutes early, should go to the Cafeteria. Parents should exercise caution in leaving a child more than 15 minutes early. No one is allowed in their classroom until the teacher/aide has arrived.

Lateness

Students are expected to be on time. Students arriving late will be recorded and repeated lateness will be addressed. Families are encouraged to ensure that students arrive and are in class on time.

Dismissal

Dismissal at the end of a class session will be indicated by the ringing of a bell. Students should behave courteously on the stairs. For dismissal of children in grades K, 1, 2 a parents or other designated adult is required to come directly to the classroom to pick-up the child.

Early Dismissal

Early dismissal in an exception, not routine practice. Notice to a teacher that a student will require early dismissal that afternoon or evening should be in writing and must be given before the start of class. The child will be sent to the C.C.D. Office at the time indicated. If an emergency arises, a parent/guardian should report to the C.C.D. Office to request dismissal of their child(ren). Requests for more than three occasions of early dismissal will be referred to the director.

Cancellation of Classes

In the event of weather/snow, St. Pius X C.C.D. Program will follow the decision of Marple-Newtown School District. If Marple schools are cancelled because of snow or ice, there will be no C.C.D. classes that afternoon or evening. The snow code for Marple Township is **454**. If Marple-Newtown schools are in session and Haverford Township schools are closed, C.C.D. classes will still be held that afternoon and evening.

If Marple-Newtown schools do have school, but snow begins later in the day, or conditions become hazardous, C.C.D. may be cancelled. Families will be notified via e-mail whenever classes are cancelled.

Discipline

Students are required to follow the rules of St. Pius X C.C.D. Program and the rules of the classroom. Upon arrival please wait quietly in a line along the wall in the hallway until the Catechist arrives. Respect others by keeping your hands, arms, legs, and personal belongings to yourself. Classroom rules are determined by the teacher and the class together. Those students who are repeatedly disrupting the class, will be sent to the C.C.D. Office to meet with the director. For students who have been sent to the Office three times during one year, an alternative approach to learning will be explored in partnership with the family of the student.

Appropriate Dress

We expect students to come dressed appropriately to learn, to reflect a spiritual respectfulness of our bodies and to be safe. All hats and caps should be removed when entering the building. Coats and jackets should be removed in the classroom. Modest dress is required, and excessive jewelry is not permitted. Please be sure to dress appropriately for the weather.

Food and Drink Policy

Food and drink are not to be brought into the classrooms. Gum chewing is not permitted in the school building at St. Pius X. Students attending C.C.D. will honor this rule.

On occasion, and with the director's permission, catechists may distribute food or candy to students, but this should be done at the end of the session as students are leaving. In the event of a gathering or party, special accommodations must be arranged.

Close attention must be paid to allergy concerns and areas of the school that may be designated "free" of certain foods.

Contraband

Bringing items contrary to the Mission of St. Pius X C.C.D. is strictly prohibited and these items will be confiscated. Depending on the contraband confiscated, the proper legal authorities could be notified. Items considered contraband include, but are not limited to, weapons, drugs, gum, food, beverages, toys, electronic games and devices. It is unlawful for minors to be in possession of weapons, drugs, alcohol or tobacco products.

Cell Phones and Electronic Devices

Cell phones are a necessary tool for children today, in particular students of middle school age. Students may carry cell phones to class but they are required to be turned off and put away during the C.C.D. session. Cell phones that are in use during class will be confiscated and returned to the student after class on the first offense, and to the parent/guardian on the second offense. Repeated offenses will result in confiscation of the item and loss of the privilege to have a cell phone during the C.C.D. session.

Other electronic equipment may be brought to class, only on the approval of the C.C.D. catechist or the director. Unauthorized equipment in class will be confiscated and returned to the parent/guardian.

Restrooms

Rest rooms are available to our C.C.D. students, but, because of limited time, parents/guardians should encourage children to use the bathroom at home before coming to class. When using these facilities, students are required to use them properly and respectfully.

Communication

Frequent communication between the C.C.D. Program and parents/guardians is essential. Avenues of communication used to inform parents/guardians of program events may take one of the following forms:

- ❖ Our primary means of communication will be through email and web updates
- ❖ Notices in the parish bulletin
- ❖ Occasional mailings to families
- ❖ Informational meetings

At times, a catechist may feel the need to contact a parent whether to resolve an issue, give information to help the child, or to share some positive news. Catechist-parent communication is encouraged. If your child is having a problem always talk to the catechist first. Be a good listener to both child and catechist. The director is available to respond to your comments or questions. Please do not hesitate to call about a problem. Due to time limitations and safety concerns, parents/guardians should not plan to be able to speak with a catechist unexpectedly before or during class time.

Permission Forms

Permission Forms, signed by one parent or guardian, are required for any authorized trips or events that are not held on the property of St. Pius X Parish. No student may participate without written permission from a parent. Confirmation candidates and altar servers are more likely to take trips.

Pastor/Director's Right to Amend

The Pastor and the Director retain the right to amend the handbook for just cause. Parents will be notified of changes made. Revised August 8, 2017.

Custody Concerns

It is the responsibility of both biological parents/legal adoption parents to provide the Parish with the latest, most up to date Custodial Order or Custody Agreement. If either the Custody Order or Custody Agreement changes during the course of the year, it remains the responsibility of both biological parents to provide that document to the Parish.

Our program abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our program will provide the non-custodial parent with access to the records and other program related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the program director with an official and latest copy of the court order.

If a court order prohibits our releasing a child into the custody of a non-custodial parent, it is the responsibility of the custodial parent to provide the director with an official copy of the court order or custody section of the divorce decree.

Participation in Parish Activities

Students who are members of St. Pius X and are registered and attending C.C.D. are eligible to participate in youth activities of the parish. How a student acts during C.C.D. may affect their participation in other parish activities.

ST. PIUS X C.C.D. CALENDAR 2017-18

C.C.D. Office Phone: 610-353-6950

www.spxccd.org

SEPTEMBER

- Tues. 12th ... CATECHIST MEETING**
– *All Catechists, 7:00 P.M. Cafeteria*
- Sunday, 17th CATECHETICAL SUNDAY**
– *Blessing of Catechists, 9:30 A.M. Mass*
- Tues. 19th C.C.D. CLASSES BEGIN – K-8**
- Tues. 26th C.C.D. CLASSES – K-8**
– *Confessions – grades 3 through 8*

OCTOBER

- Tues. 3rd C.C.D. CLASSES – K-6**
- Tues. 10th C.C.D. CLASSES – K-8**
– *Fire Drill (weather permitting)*
- Tues. 17th C.C.D. CLASSES – K-8**
- Sat. 21st PRESENTATION OF CANDIDATES**
– *Sacrament Candidates & their parents/guardians*
– *5:15 PM Mass*
- Tues. 24th C.C.D. CLASSES – K-8**
– *Grade 3 Saints Program*
- Tues. 31st VIGIL OF ALL SAINTS DAY**
– *No Class*

NOVEMBER

- Sun. 5th PRESENTATION OF CANDIDATES**
– *Sacrament Candidates & their parents/guardians*
– *11:30 AM Mass*
- Tues. 7th Catechist In-Service**
– *No Class*
- Tues. 14th C.C.D. CLASSES – K-8**
– *Forty Hours Eucharistic Devotion*
- Tues. 21st C.C.D. CLASSES – K-8**
- Tues. 28th C.C.D. CLASSES – K-8**

DECEMBER

- Tues. 5th C.C.D. CLASSES – K-6**
- Tues. 12th C.C.D. CLASSES – K-8**
– *Confessions – grades 3-8*
- Tues. 19th C.C.D. CLASSES – K-8**
– *Prayer Service in anticipation of the Birth of Christ*
- Tues. 26th CHRISTMAS BREAK**
– *No Class*

JANUARY

- Tues. 2nd CHRISTMAS BREAK**
– *No Class*
- Tues. 9th C.C.D. CLASSES – K-8**
- Tues. 16th C.C.D. CLASSES – K-8**
- Tues. 23rd C.C.D. CLASSES – K-8**
– *Report Cards issued*
- Tues. 30th C.C.D. CLASSES – K-6**

FEBRUARY

- Tues. 6th C.C.D. CLASSES – K-6**
- Tues. 13th C.C.D. CLASSES – K-8**
– *Mardi Gras*
- Tues. 20th C.C.D. CLASSES – K-8**
- Sat. 24th FIRST PENANCE – 10:00 AM**
- Tues. 27th C.C.D. CLASSES – K-8**

MARCH

- Tues. 6th C.C.D. CLASSES – K-6**
- Tues. 13th C.C.D. CLASSES – K-8**
- Tues. 20th C.C.D. CLASSES – K-8**
– *Confessions – grades 3-8*
- Tues. 27th HOLY WEEK**
– *No Class*

APRIL

- Tues. 3rd C.C.D. CLASSES – K-6**
- Tues. 10th C.C.D. CLASSES – K-8**
- Tues. 17th CONFIRMATION – 5:00 PM**
– *No Class*
- Tues. 24th C.C.D. CLASSES – K-8**

MAY

- Tues. 1st C.C.D. CLASSES – K-6**
- Sat. 5th FIRST COMMUNION – 10:00 AM**
- Tues. 8th C.C.D. CLASSES – K-8**
- Tues. 15th C.C.D. CLOSING MASS**
– *7:00 PM*
– *Recognitions and awards after Mass*
- Tues. 22nd PARISH MAY PROCESSION**

(Detach Here)