

IMMACULATE CONCEPTION PARISH
CCD Parent Handbook
419-483-3417

Parents have the first responsibility for the education of their children...

Parents have a grave responsibility to give good examples to their children.

The role of parents in education is of such importance that it is almost impossible to provide an adequate substitute. (Catechism of the Catholic Church 2221-2223)

We believe that faith is to be "believed, celebrated, lived and prayed. It is a call to integral Christian education." (GDC, no. 122).

Parents are the first and most important teachers of children. Our catechists are here to assist you in your role as their primary educator. This handbook is intended to provide information about the religious education of children in our parish and your role in that preparation. If you have any questions, please contact Mary Krystowski, Director of Religious Education (DRE) at religious_ed@icssaints.org.

CCD Curriculum

The curriculum follows the guidelines set by the Diocese of Toledo and the course of study designed for each grade. The textbook series being used is *Christ Our Life (New Evangelization Edition)* from Loyola Press. Second and eighth grade use additional resources for Sacramental preparation. If a parent would like to examine the textbook for their child's class, please email the DRE at religious_ed@icssaints.org, and a sample copy will be made available.

Any materials required for class (books, pencils, markers, paper, etc.) will be provided.

Attendance

- ❖ Parents are expected to make a serious commitment to see that their children attend each scheduled class. If an unforeseen situation occurs, or your child is sick and must miss a class, the parent should **e-mail religious_ed@icssaints.org as soon as possible**. Please include your child's name, grade, and the reason for the absence.
- ❖ Please **do not** call the Immaculate Conception School or parish office to report an absence.

Parents will be contacted by the DRE if a child **misses three or more classes** in one semester. It is your responsibility to contact the DRE at religious_ed@icssaints.org to arrange any make-up work. Please include the date(s) missed and grade level.

Attendance is mandatory for those preparing to receive Sacraments. The First Communion retreat is Thursday, May 4. The Confirmation retreat with the NET Team is Friday, March 10.

Note: Games, practices, scouts, etc... are not legitimate reasons for missing a class.

TIME (Please note the change!)

Beginning with the '22-23 year, CCD will typically run from **6:30 p.m. until 7:30 p.m.** on Wednesday evenings. On evenings there is a Mass or Reconciliation, the ending time may be later. These dates are marked on the CCD calendar sent home and on the parish website under CCD.

Arrival and Departure

For the safety of the children, all cars are to enter from the west side Center St. entrance of the church and follow through behind the church to park. Exit the parking lot back onto Center Street from the east side (school side) of the church.

For security reasons, please enter and exit the school building only through the main entrance door across from the gymnasium. Parents are to escort them to the ICS gym where they will gather with their classes in assigned areas.

Being ON TIME is important! For security reasons, **the outer door to the school locked during CCD class. The door will open at 6:00 p.m., then locked from 6:30 until 7:20.**

If you arrive after the doors are locked, please come to the door with your child, and give the person at the desk your child's name and grade so they're not counted absent.

CCD ends at 7:30 with announcements and prayer. Parents are to again meet their child(ren) in the gym.

Emergency Closings

The decision to cancel CCD classes due to weather or other emergencies will be made as soon as possible.

- ❖ **If the public school and ICS are closed, CCD is automatically canceled.**
- ❖ If bad weather happens in the late afternoon, **parents and teachers will be notified by e-mail.** The decision to close will be made by 5:30 p.m.
- ❖ It is your responsibility to check your e-mail if the weather is questionable.

CODE OF CONDUCT:

Respect God, the Church, others, and their property.

In the ICS building

- ❖ Students gather and leave from the gym.
- ❖ Students are to use only the restrooms on the first floor.
- ❖ Students are to be only in the lighted hallways and their assigned classrooms.

In the classrooms

- ❖ CCD classes & students are guests of ICS. Rooms should always be left in excellent condition.

- ❖ There is to be no gum, food, or beverages other than water in any classroom. Exceptions may be made for special activities approved by the teacher.
- ❖ Students are not to go into the desks, cupboards, closets, etc. in the classroom for any reason. The items in the desks and classrooms, including tablets, are the personal property of the ICS teachers and students must be respected. CCD teachers will provide all needed materials.
- ❖ Students are not to use cell phones unless instructed by the teacher. Leave other school work, headphones, video games, books, etc. at home. If students don't put these extras away when asked, the items may be taken from the students and held in the school foyer or CCD office until the student's parent comes to get them. It will be the responsibility of the student to tell the parent about these items.
- ❖ Any items left behind will not be accessible until the next class.

If anything, including electronic equipment, is broken or vandalized by a student in a classroom or any area of the building, the student must write a note of apology, replace or pay for the item(s), and/or possibly perform extra community service.

In-class behavior

A respectful attitude and good behavior are expected. If, however, a child becomes disruptive and refuses to follow the teacher's instructions, the student will meet with the DRE. On the second occasion of disruptive behavior and refusal to cooperate, the parent(s) and student will be asked to meet with the DRE and possibly the pastor. If the disruptive behavior occurs for the third time, a parent will be expected to remain on ICS premises during instruction.

Dress Code

Although there is no formal dress code, students should dress respectfully and use common sense. **No** baseball caps or hats are to be worn in the classroom or church. **No** revealing clothing, offensive words or pictures on clothing are to be worn.

If coming from a sports practice, cleats or muddy shoes should be removed before entering the building.

JUST FOR PARENTS

Attending Mass. Parents are a child's primary Catholic Christian role models. Attending Mass with your children each Sunday and on Holy Days of Obligation shows God and Church are priorities in your life. There will also be several Wednesday evening Masses during the CCD year. (See the *CCD Calendar* that was sent home and is available on the parish website). Parents are invited and encouraged to attend with their child(ren).

If it's been a while since you've gone to Mass, know that you are always welcome!

Parent Meetings. Meetings are scheduled for parents during the period of preparation for Sacramental grades. The purpose of these meetings is to provide parents with the necessary background and information to help their children prepare to receive these sacraments. It is **mandatory that at least one parent (or legal guardian)** attend these meetings.

Religious formation. As well as ensuring that their children attend Mass and the scheduled classes, it's important that parents help their children by talking about what the kids are doing in CCD class each week. Applying the faith to real-world situations can be enlightening and open new avenues of communication, especially with older students.

Many adults feel they're lacking in knowledge of Catholicism. If you would like to learn more, Immaculate Conception offers FORMED, "Catholic Faith On Demand." FORMED offers movies, audio books, podcasts, and more. IC has a subscription that gives free access to all parishioners. Get started by going to formed.org/signup and follow the instructions. If you are looking for spiritual nourishment, consider the AMEN app from the Augustine Institute. It has a lot to offer and is FREE!

Prayer is important! Prayer is central to the faith. Parents are asked to help their children learn some prayers at home. Praying as a family at meals, at bedtime, and for special intentions at any time reinforces the habit of prayer and helps establish faith as a priority. Praying with them is enriching and rewarding in wonderful ways for adults and children alike.

The students are expected to know certain prayers, including:

The Lord's Prayer (Our Father)

Hail Mary

Doxology (Glory be...)

Act of Contrition

Grace before/after Meals

Hail Holy Queen

Fatima Prayer (Oh my Jesus...)

The Rosary

Copies are available if needed.

The Role of the School. Our CCD catechists and DRE work closely with the teachers and principal of Immaculate Conception School. It is with joint effort that the children of the parish receive the best religious education possible. However, you are strongly encouraged to prayerfully consider sending your children to Immaculate Conception School. While we do our best in the CCD program, we only have your children for one hour each week. If they attend ICS, their Catholic faith is expressed all day in each class. Please check out the benefit of ICS and the impact of a faith-based education could have on their future.

PARISH REGISTRATION. Sacramental preparation should take place in the home parish. Please note that filling out CCD registration forms for your child does not automatically register your family. It is very important that you fill out a registration form for Immaculate Conception Parish. Registering is the best way to acquire a sense of belonging in our parish community. Call the parish office, 419-483-3417, for more information.

Immaculate Conception Parish's Catechetical Team.

All members of the Catechetical Team have been screened according to Diocesan protocol and pledge to be faithful in the commitment to teaching and forming your children in the Catholic faith. We thank you for sharing your children with us. It allows us the privilege of sharing, teaching, and learning more about our Catholic faith.

ICS Pastor: Rev. Albert Beltz

Director of Religious Education: Mrs. Mary Krystowski

Administrative Assistant: Mrs. Bethany Arp

8th Grade: Mr. Jeremy Cherry

7th Grade: Sr. Marcia Kiser

5th/6th Grade: TBA

4th Grade: Mrs. Jessica Lepley

3rd Grade: Mrs. Lana Marbaugh

2nd Grade: Mrs. Eva Cherry and Ms. Hannah Wilson

1st Grade: Ms. Amy Roth

Student Aide: Audra Wilson