

ST. VICTOR'S
CATECHETICAL MINISTRY
HANDBOOK
2015-2016



We Are One Family In Christ

www.stvictor.org
(408) 251-0165



Baptism



Confirmation



First Holy Communion

Reconciliation



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OFFICE OF CATECHETICAL MINISTRY

**ST. VICTOR'S CHURCH
3108 SIERRA ROAD
SAN JOSE, CA 95132
(408) 251-0165
www.stvictor.org**

CATECHETICAL MINISTRY STAFF

DIRECTOR:	Angela Giampaoli
CONFIRMATION:	Angela Giampaoli
OLDER SACRAMENT:	Angela Giampaoli
SPECIAL ED:	Angela Giampaoli
ASSOCIATE DIRECTOR	Anne Gleason
EARLY CHILDHOOD:	Anne Gleason
ELEMENTARY/:	Anne Gleason
SACRAMENT PREP:	Anne Gleason
JUNIOR HIGH:	Debbie Santos
YOUTH & YOUNG ADULT MINISTRY:	Debbie Santos
LITURGY OF THE WORD:	Fe Magat
SECRETARY:	Jeanne Rudy

****IF YOU WISH TO SEND AN EMAIL TO ANY OF THE ABOVE PLEASE VISIT OUR WEBSITE
AT www.stvictorchurch.org ****

OFFICE HOURS:

Monday through Thursday	8:30 AM to 3:30 PM
Wednesday (class days)	8:30 PM to 5:00 PM
Office is closed Fridays	
Saturday (class days)	8:30 AM to 11:00 AM

WELCOME

Dear Parents and Students,

Welcome to another year in the Catechetical Ministry Program. We look forward to assisting you and working with you as you encourage your child in their faith development.

The ministry of catechesis is a lifelong process through which God's people share the stories, beliefs, rituals, values and symbols of our faith.

Through catechesis, we build up the community of faith, the Church, through reflection, prayer, and service to others.

We encourage you to *look through your child's book weekly*, reviewing the lesson and activities, and to *read the parent's page and notes*. Helping your child learn their prayers is another important task that we invite you to share in.

Working together, we hope to bring the *good news* of Christ's love and peace to your children.

We ask you to keep this handbook in a convenient place and refer to it as needed. We welcome any questions you have and look forward to serving you and your family.

May this coming year be filled with blessings for each of you.

Sincerely,

Angela Giampaoli

Angela Giampaoli
Director

PHILOSOPHY

St. Victorø believes that catechetical ministry is a share in Jesus' own mission of proclaiming the Reign of God. Catechesis is that activity which enables faith to become living, conscious, and active through the light of instruction ó especially sharing God's Word in Scripture and sharing the tradition of the Catholic Church. Catechesis is a life-long process for each individual as well as the work of the entire Catholic Christian community.

The Church teaches that the primary responsibility for the spiritual growth and development of the children rests first and foremost with the parents. Parents may share this responsibility with others, but they do not relinquish it.

The Church assists the parents in passing on their faith through the ministry of catechesis. Catechists echo the Catholic faith in a way that those being catechized (children, youth, adults) can understand. Catechists must do more than merely teach about the faith. They help children/youth build and strengthen their relationship with Jesus and the Church. Catechists do this by proclaiming the Word, building a sense of community, leading to prayer and worship, encouraging loving service to others and through the example of their own lives.

Our Catechists are all volunteers from many walks of life. They are people who have answered a call to minister to our young people and who have prepared themselves in a variety of ways to serve as Catechists. Above all, they are people for whom faith is important enough to share.

In conclusion, the catechetical process seeks to open young people to the discovery of the goodness and beauty of God as reflected in their world, and help them to experience this world within the Catholic Christian community. It seeks to help them grow further in their faith, their understanding of our Catholic tradition, our unity in Christ and the many gifts of the Holy Spirit.

GOALS

The goals of the Catechetical Ministry Program at St. Victorø are:

- Ongoing conversion to Jesus Christ
- Full participation in the life of the Catholic Church

PARENT'S ROLE

Parents/guardians are the primary educators of their children. Our staff is eager to work with parents to help them fulfill this responsibility and asks each parent's cooperation in the following ways:

- Celebrate Sunday Mass regularly with your children/youth.
The schedule is as follows:
Saturday – 5:00 p.m.
Sunday – 7:00, 8:00, 9:15, and 10:45 a.m.
12:15 p.m. and 5:00 p.m.
Confessions (general) – Saturdays 3:30 p.m. to 4:30 p.m.

- Participate actively in the sacramental and community life of the parish.
- Share your faith and what it means to you with your children/youth.
- Pray with your children/youth and help them memorize the traditional prayers of the Church. **(All prayers are in their books.)**
- **ATTEND ALL REQUIRED PARENT MEETINGS (FOR SACRAMENT PREPARATION CLASSES ONLY) SCHEDULE FOR THESE MEETINGS IS LISTED ON PAGE(S) 37-40 OF THIS HANDBOOK.**
- Familiarize yourself with scheduled catechetical sessions and events for your children/youth.
- Read and act promptly on all communications from the Catechetical Ministry Office.
- Make sure your child/youth brings their book to each class.
- Assure your children/youth **punctuality and regular attendance at all sessions.**
- **KEEP US INFORMED OF ANY CHANGES TO ADDRESSES OR TELEPHONE NUMBERS. EMERGENCIES CAN AND DO OCCUR FROM TIME TO TIME.**
- Teach your child/youth respect for catechists (teachers), volunteers and other students.

STUDENT/YOUTH ROLE

Children also have a responsibility to cooperate in order to benefit from the catechetical sessions at St. Victor's. They are expected to:

- **Celebrate Mass** regularly with your family or on your own if you are older.
- **BE RESPECTFUL** of the catechists and other students. (Remember please, we are only together for 1 hour per week and have much to teach you.)
- **Listen carefully**, follow directions and participate in the sessions activities.
- **Complete** home assignments, if any.
- **Follow attendance**, emergency and safety procedures, and discipline policies.
- **Read through this handbook** with your parents so that all parties understand.
- **Arrive on time.** School age children can help your parents remember to drop you off to your sessions on time. Late arrivals tend to disrupt our prayer services. All students should be present for opening prayers on Wednesday afternoon and Saturday morning.
- **Share** what you have learned and experienced in your catechetical sessions with your parents and family members.
- **Keep your hands**, feet and negative comments to yourself at all times. This is a safe environment for all.

OVERVIEW OF PROGRAM

St. Victor's welcomes all children and youth, baptized or not, to participate in the catechetical program.

GRADES 1-5, and SACRAMENT GRADES 2, 3, 4, 5, 6:

Catechesis is offered two different times during the week from last part of September through April:

Saturday morning from 9:00 a.m. to 10:30 a.m.

Wednesday afternoons from 3:30 to 5:00 p.m.

OLDER SACRAMENT (GRADES 7 – 12):

Catechesis is offered weekly on Saturday mornings from 9:00 a.m. to 10:30 a.m., End of September through early April.

JUNIOR HIGH (GRADES 6,7,& 8):

Catechesis is offered on Tuesday evenings from 6:30 p.m. to 8:00 p.m., last part of September through April. **Attending Junior High classes is a pre-requisite in order to receive Confirmation in this parish.**

****CONFIRMATION I (9-11 GRADES):**

Catechesis is offered bi-monthly on Monday evenings from 7:00 p.m. to 8:30 p.m., last part of September through April. **This is a required first-year class in order to receive the sacrament of Confirmation in your second year unless you are attending a catholic high school.**

****CONFIRMATION II (10-12 GRADES):**

Catechesis is offered bi-monthly on Monday evenings from 7:00 p.m. to 8:30 p.m., October through April. **This is a required class in order to receive the sacrament of Confirmation. However, you must have already completed your first-year (grades 9-11) unless you are attending a Catholic high school.**

YOUTH MINISTRY (9-12 GRADES):

Youth Ministry is offered mostly on scheduled Sunday afternoons in the Parish Center from 3:00 p.m. to 4:30 p.m. **See "U.n.I." information on page(s) 21-22 in this handbook.**

****PLEASE REFER TO YOUR SPECIFIC SCHEDULE IN THIS HANDBOOK FOR DATES AND TIMES OF ALL SESSIONS. THEY BEGIN ON PAGE 30.**

SPECIAL RELIGIOUS EDUCATION PROGRAM

St. Victorø offers Special Religious Education classes for children with all types of special learning needs, including, but not limited to, dyslexia, specific learning disabilities such as; speech, learning and visual disabilities. These classes are open to students who are learning disabled, autistic, A.D.D., A.D.H.D., hearing impaired, developmentally delayed or physically challenged.

Students are generally mainstreamed in the classrooms, but we will do our best to fit their specific need. **It is important that you let us know at the time you register your student** exactly what their need is and if they are on any specific medications (***This is all required information on the Emergency Form you will out at the time you register your student(s).***) Our goal is to offer the same Religious Education to all students and make all students feel comfortable and safe. If we are not aware of your student(s) needs, we cannot effectively assist you in helping your student(s) on their faith journey. Books, materials and activities are adapted to the individual student's needs. The actual length of time your child would spend in these classes weekly, is up to each individual's capability. This would most likely be determined within the first two sessions, and with the parents input as well. A schedule of your specific times will be mailed to you prior to the beginning of sessions. They generally will range from 20 minutes to 45 minutes to the full 90 minute duration of the class, depending upon your student's evaluation. Ongoing religious instruction is provided, as well as preparation for the sacraments of Reconciliation, Eucharist and Confirmation. Special needs sacrament students will participate in the activity days. Parents of special needs Sacrament students are expected to attend the required Sacrament Parent meetings. Both student activity days and Sacrament Parent meetings are listed in the Sacrament Program Parent Meeting Schedule portion of this handbook.

FEES SCHEDULE

Fees Schedule for Preschool through High School

	<u>Regular Contributors</u>	<u>Non-Regular Contributors</u>	
	<u>Registered</u>	<u>Registered</u>	<u>Non-Registered</u>
1 Student	\$ 90.00	\$180.00	\$180.00
2 Students	\$140.00	\$280.00	\$280.00
3 or more	\$175.00	\$350.00	\$350.00
		Sacrament Program Fees	
Reconciliation/Eucharist		\$ 40.00	
Junior High Special Fee		\$ 10.00	
Confirmation		\$ 55.00	

All fees are expected to be paid at the time you register your student(s). Anyone who cannot afford to pay these fees because of financial difficulties should feel free to make arrangements with the Director, Angela Giampaoli at 251-0165. All non-parish members are welcome to register with the parish when registering their child/youth for Catechetical sessions.

****Please note:** If you are registering a student(s) **other than your own**, you **MUST** have **written** permission from the parents of the student(s) you are registering, **PLUS** a **completed** Emergency Form for each student. This form must be **completed** and kept current throughout the year. **Again, all fees are expected to be paid at the time you register the student(s).**

CONFIDENTIALITY

When you register in our Catechetical Ministry program, your family will be added to the catechetical database. The Catechetical Office will not release any information about you or your family to any individual or special interest group, inside or outside the parish without your permission or knowledge.

FAMILY AGREEMENT FORM/OPT-OUT FORMS

A **Family Agreement** form can be obtained from our website. When you printout the **Emergency Form**, you must also print the Family Agreement form for each registered student. You will be asked to sign these forms as you register your student(s). The **Family Agreement Form** refers to both **Parish** and **Diocesan** policies in an effort to prevent any future misunderstandings. Signing this form tells the Catechetical Ministry Office that you will **read** this handbook and that you understand itsørules and procedures and your student(s) will adhere to them. It is presented in good faith that you will read this handbook. Included on this Agreement form is an **“Opt-Out”** portion with regards to allowing your student to be photographed or not to be photographed, to receive emails/instant messages or not to receive emails/instant messages. Please read this portion of your form carefully before signing.

GENERAL ARRIVAL AND DISMISSAL

We are not responsible for students arriving more than 15 minutes before class or for those student(s) being picked up 15 minutes past dismissal time on campus. We are unable to provide adequate supervision. Parents are asked to pick their student(s) **promptly** at the end of class. Please see the appropriate schedule of sessions in this handbook for your student(s)'s correct class dates, starting and dismissal times.

****Regardless of parental instructions to the student, students are not allowed to be dropped off to or picked up from the playground area of St. Victor's school or in front of the Church. Each session has a centrally located drop off and pick up point. Please check specific "Arrival and Dismissal Procedures on pages for your student's specific day of classes.****

If a student is walking home after any class, **written** notice, from the parents or guardians **MUST** be given to the Catechetical Ministry Office prior to the student walking home.

CHANGE OF ADDRESS/TELEPHONE NUMBER or DROPPING A CLASS

As with **any** school, new Emergency Forms **must** be filled out each year and **kept current** throughout the year. It is no different for our program. All too often, we have found when emergency numbers have been called, they are not current and parents could not be reached. **IT IS THE PARENT'S responsibility to notify the Catechetical Office** of any change in address, telephone number (**work/home/emergency contact/doctor/or dentist**) in writing immediately or a telephone call to our office. Current information will help the catechetical staff contact you in the event of an emergency involving your student, or in the event we just need to send you correspondence regarding your student's religious education. A simple 3 x 5 card or handwritten note with the new information on it can be given to your student's instructor. You can also email your new information to Anne Gleason. Please our website www.stvictorchurch.org for the correct email address.

If you are moving out of the area and are not able to continue catechetical sessions at St. Victor's, or if you are dropping your student from a class, please let the Catechetical Ministry Office know, **in writing**. This is especially important for sacrament preparation sessions, as a letter may be required to be given to your new parish, or a refund may be in order.

EMERGENCY INFORMATION

Each student must have a current **and** "**parent**" signed Emergency Form on file. As you register, each family will be asked to fill out and sign an updated Emergency Form which includes Diocesan guidelines. In keeping with emergency procedures, emergency information must be updated **every year** and **THROUGH** the year for each student, if changes take place (i.e., telephone numbers and addresses and Emergency Contact's information). This form must be kept current at all times as the form will accompany the student to the doctor or dentist in case of any emergency. Please take a moment to make sure you have **valid/working** telephone numbers and complete addresses for all emergency contacts **and** for the doctor and dentist.

****If you are registering students other than your own, you must have written permission from the parents to do so, AND you MUST have COMPLETE Emergency Forms (with valid emergency contacts, doctor and dentist information) for each student BEFORE you will be allowed to register them. **An EMERGENCY UPDATE FORM LOCATED AT PAGE 45, as well as online www.stvictorchurch.org . ****

CUSTODY/LEGAL ARRANGEMENTS

The primary responsibility for seeing that custody arrangements are carried out rests with the parents. The catechetical staff wishes to cooperate with special custody arrangements of families to the best of their ability and will do so by following the diocesan policy below. **Please, if you have special custody arrangements**, it is important to let us know at the time you register your student(s), or as soon as you are aware of the situation. The following must be strictly adhered to. These arrangements include but are not limited to:

- A. A copy of the page of the Decree of Dissolution which defines the custody rights of the parents/guardians or a copy of any other pertinent legal document must be on the file in the catechetical office.
- B. The person who drops off the student for catechetical sessions must pick up the child. Upon arrival, the parent/guardian or person designated by the parent in writing must bring the student to the office and sign him or her in. At dismissal time the same parent/guardian or designated person must sign him or her out. In the event another person appears to take the child, the Catechetical Director/Coordinator should inform him or her of the arrangements and wait until the proper person comes **OR** call the person who dropped the child off. **The student will not be released to anyone except the person who has dropped the student off.** All teachers should be informed in writing which children have special dismissal arrangements, what they are and be asked to cooperate in implementing them.
- C. Anyone wishing to make special arrangements for older children - (Junior High/High School), due to custody definements, please see the Director/Coordinator.
- D. If you know your student will be attending Catechetical sessions only every other week (due to custody arrangements), or if they will be absent for a specific amount of time for a specific reason (such as a school project, extended family vacation or illness), you must notify the Catechetical Office in writing. Again, we will try to keep all arrangements as best we can, but your help will also be necessary. It is up to the parent to talk with the student's teacher and find out what information or chapters they will miss while they are away. This is especially important for students preparing for any sacrament. **(Catechetical Ministry Office reserves the right to determine if all students are ready to receive the sacraments or delay the process until the student has a better understanding.)**
- E. **Legal Name Changes:** Please note, all students information is listed by what is on their "Baptismal Certificate". If your student(s) has had a legal name change, a copy of that "**Court-Filed**" change, will be needed at the time you register, otherwise, again, what is on their Baptismal Certificate is what they will be listed.
- F. **Baptismal Certificate Mistakes or legal Name Changes:** If for some reason the Church where you had your student(s) baptized has made a mistake in the spelling of your student(s) name, or the parents names, all information will be listed by what is on their Baptismal Certificate until a **corrected copy** has been issued by the issuing Church and a copy given to the C.M. Office. This also applies to having a Baptismal Certificate re-issued due to a name change. Please keep in mind that a Baptismal Certificate is considered a "legal" document within the Church.

WEDNESDAY AFTERNOON ELEMENTARY CLASSES

Please drop off your student(s) at the curb in front of St. Victor's Church **no earlier than 3:15 p.m.**, as there is no supervision until that time. **DO NOT DROP YOUR STUDENTS OFF or INSTRUCT THEM TO WAIT ON THE PLAYGROUND IN THE BACK OF ST. VICTOR'S SCHOOL.** Pull as far forward, in front of the Church, as possible and leave as quickly as possible. The same procedures will be followed for pick up. **Again, STUDENTS ARE NOT ALLOWED TO WAIT FOR CLASS TO BEGIN ON THE PLAYGROUND, REGARDLESS OF INSTRUCTIONS FROM PARENTS. THE CATECHETICAL MINISTRY OFFICE RESERVES THE RIGHT TO OVERRIDE ANY AND ALL DROP OFF AND PICK UP INSTRUCTIONS THAT MAY BE GIVEN BY A PARENT, if it does not fall within the guidelines of this parish and the Diocese insurance policy.** Parents are welcome to park their cars in the parking lot and take their student(s) to the Church for gathering. Parents are encouraged to stay for the gathering prayers as well and join in with us.

PLEASE BE SURE YOUR STUDENT(S) REMEMBER THEIR BOOKS. It is very difficult for the teachers to conduct an effective class when the students constantly forget their books.

When picking up your student(s) from class, please be patient, as traffic does have a tendency to bottleneck. Again, pull as far forward as possible in front of the Church, leaving room for the cross walk. If your student is not out in front of the Church for pick up, and our traffic directors asks you to keep moving and circle again, please follow their instructions and cooperate. **DO NOT AT ANY TIME LEAVE YOUR VEHICLE UNATTENDED WHEN PICKING UP IN FRONT OF THE CHURCH.** As always, parents may park their vehicle in the parking lot and proceed to their student(s) room for pick up, using the cross walk. Please do not call your student to your car and we ask that you do not ask your student to walk to you on the side of the Church or to the upper parking lot. Park your car, and come to get your student. **All students** will be waiting for pick up **in front** of the Church, not the side or the back of the Church or on the playground. It is our goal to keep our student(s) safe. If we keep the traffic moving, we can clear the parking lot within 5 minutes. We are all working for the same purpose, **to see that all children are safe, as we are one community.**

Gathering

All student(s) being dropped off for Wednesday afternoon elementary classes will meet in the Church from 3:30 to 3:45 p.m. to gather for prayer, information on upcoming seasons, feasts, **NO CLASS** notices, and other pertinent information. We believe this gives us time to strengthen their faith. **PLEASE BE ON TIME.** It is very disruptive when we are in the middle of prayer and the children are still arriving. **Class starts with gathering for prayer promptly at 3:30, NOT 3:40 or 3:45!** If a student is late, they already missed most of the prayer and any important verbal announcements that they need to take home, or special blessings, such as on Ash Wednesday. This is considered part of the class. From the Church their teachers will take them to their respective classrooms. For the first week of classes, the student(s) names will be posted on the pews in the Church. **Please make it a point to introduce yourself and your student to their teacher. Also, please make a note of your student's classroom number. This will be especially useful if you need to pick up your student early from class.** We would ask that every so often you ask your student what room he or she is in. Surprisingly, they do not always know. Refresh their memories by asking them from time to time **í who is your teacherí what room are you in???**

From time to time, due to St. Victor School functions, the children may need to go directly to their individual classrooms and gather there. When this happens, there will be a notice on the Church. It is very important that you refer to your **C.M. Handbook weekly.** If you should lose your handbook, you can go online to www.stvictor.org to **Catechismö.** You can also call the C.M. Office for another copy.

Also, **please** help your student(s) to **remember not to enter the classroom unless the teacher is inside and has invited them in**. All students and parents are to wait on the benches in front of the classrooms until the teacher opens the door and invites the students to come in.

PLEASE SEE WEDNESDAY CLASS SCHEDULE ON PAGE(S) 29-30

SATURDAY ELEMENTARY CLASSES

Please drop your student(s) off between 8:45 a.m. and 9:00 a.m. in the rear parking lot of St. Victor's School. Pull as far forward as possible and leave as quickly as possible. Parents are welcome to park their vehicles in the parking lot and take their student(s) to the Church hall. Please do not just drop your student off before checking to see if indeed there is class. Notices ALWAYS go home in addition to the schedule in your handbook, however, from time to time we will go directly to classrooms, or your student may have been absent the week before when the notices for **NO CLASS** were handed out. **Walking them to the Church hall is always good practice.** On occasion, we go directly to the classrooms. If this is the case, **there will be a notice on the Church hall door.** If all the classroom gates are closed and locked, obviously, there would be no class. This is such a busy parish and many people and other schools come here for their games, so it may look like there would be class when in fact, there may not be any class that day. It is very rare that we deviate from the schedule listed in your handbook. Please check your handbook weekly. Please make every effort to be on time. **Class starts with gathering for prayer promptly at 9:00** NOT 9:15 or 9:30! **PLEASE BE SURE YOUR STUDENT(S) REMEMBER THEIR BOOK.** It is very difficult for teachers to have an effective class when students forget their books.

When picking up your student(s) from class, please be patient, as traffic does have a tendency to bottleneck due to weddings, funerals, school work parties, games, etc. Proceed to the back parking lot and pull as far forward as possible to the rear of the hall (next to the Parish Center). If your student is not out of class and you are waiting for pick up, be patient. **DO NOT, AT ANY TIME LEAVE YOUR VEHICLE UNATTENDED WHEN PICKING UP** unless you have parked in a parking space. As always, parents may park their vehicle in the parking lot and proceed to their student(s) room for pick up. Please follow instructions that are given by the traffic directors.

****Once again, STUDENTS ARE NOT ALLOWED TO WAIT FOR PICK UP IN FRONT OF or INSIDE THE CHURCH, or ON THE PLAYGROUND, REGARDLESS OF INSTRUCTIONS FROM PARENTS. THE CATECHETICAL MINISTRY OFFICE RESERVES THE RIGHT TO OVERRIDE ANY AND ALL DROP OFF AND PICK UP INSTRUCTIONS THAT MAY BE GIVEN BY A PARENT, if it does not fall within the guidelines of this parish and Diocesan procedures. *We ask that you do not call your student to the car, if you are sitting on the side entering the parking lot area, waiting for the cars to move.* We will walk all students to you if they come out of class early. Once all classes are let out, they will wait until you have rounded the parking lot, pulling as far forward as possible.. If we keep the traffic moving, we can clear the parking lot within 5 minutes. We are all working for the same purpose, **to see that all children are safe, as we are one community.****

Gathering

All student(s) being dropped off for Saturday elementary classes will meet in the Church hall from 9:00 to 9:15 a.m. to gather for prayer, information on upcoming seasons, feasts, NO CLASS notices, and other pertinent information. We believe this gives us time to strengthen their faith. **PLEASE BE ON TIME. Class starts with gathering for prayer promptly at 9:00** NOT 9:15 or 9:30! It is very disruptive when we are in the middle of prayer and the children are still arriving. By coming in late, the student has already missed most of the prayer and any important verbal announcements that they need to take home. This is part of the class. From the Church hall their teachers will take them to their respective classrooms. For the first week of classes,

the student(s) names will be posted on the tables in the Church hall as well as the classroom doors. **Please make it a point to introduce yourself and your student to their teacher. Also, please make a note of your student's classroom number and teacher's name. This will be especially useful if you need to pick your student up early from class (See early dismissal procedures).** We would ask that every so often you ask your student what room he or she is in. Surprisingly, they do not always know. Refresh their memories by asking them from time to time "who is your teacher or what room are you in?"

From time to time, due to St. Victor School functions, the children may need to go directly to their individual classrooms and gather there. As stated earlier, when this happens, there will be a notice on the door of the Church hall. It is important that you refer to your C.M. Handbook for class schedule, weekly. If you should lose your handbook, you can always go online to our website, www.stvictorchurch.org under "Catechetical Ministry. Scroll halfway down the page, on the righthand side to "Adobe Reader". As soon as you click on that, the handbook will open. You can also call the C.M. Office to get another copy.

Also, **please** help your student(s) to remember not to enter the classroom unless the teacher is inside and has invited them in. All students and parents are to wait on the benches in front of the classrooms until the teacher opens the door and invites the students to come in.

PLEASE SEE SATURDAY CLASS SCHEDULE ON PAGE(S) 31-32

LATE PICK-UPS

We are aware that unforeseen situations and emergencies do arise from time to time. However, if you ARE late in picking up your student please use the following procedures:

1. **Please call or have someone call the Catechetical Ministry Office and let us know you are on your way (251-0165) if you are running late or, if you have asked someone else to pick up late for you, please let us know that person's name.** The students do get very upset when their parents or rides are late and they sometimes exhibit upsetting behavior.

Late Pick-ups (continued)

2. **For elementary (Wednesday and Saturday):**

If you are late in picking up your student, they will be waiting for you on the **red steps in front of St. Victor's School**. This way you will be able to see them as soon as you come in the driveway. If it is raining, they will be in the C.M. Office. All students will make phone calls to their homes after 5 minutes and continue to wait on the steps until picked up. No student will be left alone. **A representative from the C.M. Office will remain with them always until they are picked up.**

****It is important to note that more than 2 late pick ups (without calling the C.M. Office) will result in a financial charge**:**

3. **Junior High (Tuesday Evenings):**

Your student will be waiting for you in the Parish Hall (251-7455). **NOT in the front of the Church.**

4. **High School (Confirmation I and Confirmation II) – Monday evenings:**

Confirmation I – All classes will be dismissed in the back parking lot by the Parish Center. Please drop your student off and pick them up in the back by the Parish Center. This is the building next to the Church Hall. No students will be allowed to wait in the front of the Church. They must remain in the back parking lot in front of the Parish Center with the Coordinator for their ride. **No student shall be allowed to walk home unless they have “written” permission from their parent or guardian.**

Confirmation II ó All classes will be dismissed from the Church Hall. Please drop your student off and pick them up in the back by the Church Hall. No student will be allowed to wait in the front of the Church, they must remain by the Parish Hall with the coordinator for their ride. **No student shall be allowed to walk home unless they have “written” permission from their parent or guardian.**

Please be aware that the Catechetical Ministry Coordinators and/or Director will NOT leave the grounds until all student(s) have found their correct pick up person. We will carefully check the grounds for all students and keep them in one central location for pick up and drop off. ****A word of caution: In some cases student(s) receive a ride home from friends and/or other relatives. The Catechetical Ministry Staff strongly suggests that you designate one person to pick up and drop off, changing only in emergency situations. We also ask that you tell your student not to go home with anyone other than the person YOU have designated to take them home. Again, this is why it is so important that your emergency contact information and all information is kept current. Any person picking up a student late will be checked against our records and released only to the appropriate individuals listed. Again a financial charge may result after the first occasion ****

****Finally, please be aware that too many late pick-ups can be cause for a financial charge. **** All parents will receive a verbal warning for the first late pick up, a written warning for the second late pick up and a financial charge, a final written warning on the third late pick up and a financial charge. Please remember that during the winter months, it gets dark early and it is rainy and cold. Not to mention the fact that children have a tendency to feel forgotten and panic when they are not picked up on time (especially our younger students). We see this all too often through the Catechetical Ministry office. **Please make every effort to be here on time. If you are going to be late, please call your student after class to let them know. Please have them inform their instructor as well.**

JUNIOR HIGH

PLEASE SEE SCHEDULE OF CLASSES FOR JUNIOR HIGH ON PAGE 34

ALL STUDENTS WILL BE PICKED UP FROM THE PARISH HALL ONLY, located in the back parking lot of the church. ***Absolutely NO drop off or pick up in the front of St. Victor’s School.*** **STUDENTS ARE NOT** allowed to wait in any other area of the grounds, as it can be dark, cold and rainy at certain times of the year **and** Coordinators are responsible for the whereabouts of all students, at all times. Please do not drop your student off to class more than **10 minutes** before class begins. Parents are welcome to park their cars in the parking lot and accompany their student(s) to the hall. Please follow the same procedures when picking up your student(s) from class. Patience is required by all who are picking up student(s).

Also, please be aware, in order to go on to Confirmation I and Confirmation II, it is St. Victor’s policy, that you **must** attend Junior High Classes (6th through 8th Grades). Catechesis is ongoing, it does not end with receiving First Holy Communion. Regular attendance is required.

THE CATECHETICAL MINISTRY OFFICE RESERVES THE RIGHT TO OVERRIDE ANY AND ALL DROP OFF AND PICK UP INSTRUCTIONS THAT MAY BE GIVEN BY A PARENT, if it does not fall within the guidelines of this parish and the Diocesan insurance policy.

HIGH SCHOOL PROGRAMS

Confirmation I (GRADES 9-11):

Confirmation I (the first of 2 consecutive years), is open to those students who are in public schools as a 9th, 10th, or 11th grade student and have not taken a Confirmation I class before. *Confirmation I requires additional meetings not schedule in this handbook for preparation of prayer service by small groups. These additional meetings as well as 20 hours of a variety of service are required by April 15th, 2016.* Over 200 hours of service is offered through the U.n.I. Lord Youth Ministry. Your student should connect with this service organization. Please see the Coordinator **early in the year** if they need assistance in completing their service hours. The majority of service hours offered are before January, 2016.

Regular attendance at Confirmation I and Confirmation II classes are required in order to receive the sacrament of Confirmation. Because the schedule is such that classes are bi-monthly and in some cases only 1 class in a month, three (3) absences can be cause for being dropped from the program or cause to repeat the same year before moving on to Confirmation II.

SERVICE HOURS

All Confirmation I and Confirmation II students are required to perform community service. A variety of these community services will be offered by the Coordinator/Director for the students to choose their service hours.

It is important to add the following: If you are a **Confirmation I or Confirmation II** student and you are aiding in any of our programs, part of the choir, a youth usher, alter server or involved in any other part of our Church ministry, as any part of your service hours, you are expected to complete the entire year of ministry. This means even if you have already reached your 20 hours and the school year is not over, you are still expected to finish your commitment for the rest of the scheduled year. If the year is not completed, no service hours will count. Commitment is very important.

CONFIRMATION I and CONFIRMATION II ARRIVAL AND DISMISSAL

ALL STUDENTS WILL BE PICKED UP FROM THE PARISH CENTER or HALL ONLY, located in the back parking lot of the church. *Absolutely NO drop off or pick up in the front of St. Victor's School.* **STUDENTS ARE NOT** allowed to wait in any other area of the grounds, as it can be dark, cold and rainy at certain times of the year **and** Coordinators are responsible for the whereabouts of all students, at all times. *Please do not drop off your students more than 10 minutes before class begins.* **THE CATECHETICAL MINISTRY OFFICE RESERVES THE RIGHT TO OVERRIDE ANY AND ALL DROP OFF AND PICK UP INSTRUCTIONS THAT MAY BE GIVEN BY A PARENT, if it does not fall within the guidelines of this parish and the Diocese insurance policy.** This ensures one central location for drop off and pick up. Any student not adhering to this rule will be counseled with parent and Director.

PLEASE SEE SCHEDULE OF CLASSES FOR CONFIRMATION I and CONFIRMATION II ON PAGE(S) 35-36

Confirmation II (grades 10 – 12):

The Confirmation II program is open to those students who are in the **10th grade** by September, 2015, having already been enrolled and completed **Confirmation I** or attend a **Catholic High School**. Confirmation **cannot** be received earlier than 10th grade, as this is a two-year process beginning with Confirmation I.

****A copy of the candidate's Baptismal certificate is required at the time of registration in order to be accepted into Confirmation II. No exceptions will be made.****

SACRAMENT PROGRAM

This is for children that have already completed one-full year of catechesis, or have attended a catholic school for their first-year of catechesis. On the average, children start the sacrament process in 1st grade, and will receive their sacraments in 2nd grade. Our program can accommodate 2nd graders, 3rd graders, 4th graders, 5th graders and 6th graders, as well as Junior High and High School students in need of Sacraments. It is still however, a two-year process (elementary through Junior High). 6th graders receiving Sacraments will be in a combination class of 4th, 5th and 6th grade levels. Once any 6th graders have received the Sacrament of First Communion, they must go on the following year, to finish the Junior High program and then onto Confirmation I, in high school, to begin the process for the Sacrament of Confirmation. Please speak with the Sacrament Coordinator at the time of registration. Parents must not assume that they will automatically be enrolled in a sacrament program. The Coordinator will check the guidelines with you at the time you register your child. All students enrolled in a sacrament class will follow the regularly scheduled **Wednesday or Saturday Elementary or Older Sacrament Schedule on page(s) 33 of this handbook**, depending upon which category chosen for your student.

The sacrament program is a family-centered approach in preparation for First Reconciliation (Confession), **and** First Eucharist (Communion). The Sacrament year for elementary it is divided into these **2 parts**, Reconciliation and Eucharist. There are parent meetings, liturgies and activity days. **The parent meetings listed in this handbook on page(s) 37-40** are required, as you will receive much needed information and sign-up for First Reconciliation and First Communion dates. **[**All sacrament students will receive the Sacraments of Reconciliation and Eucharist in their 2nd year (Sacrament year) of catechesis, but please be aware that students cannot receive Eucharist in this parish, unless they have received First Reconciliation. Parent meetings are so important and you can easily get lost if you do not attend these meetings. In addition, at these meetings, you will sign up for all of your important dates at that time**.] Regular family attendance at Mass is expected. (Catechetical Ministry Office reserves the right to determine if all students are ready to receive the sacraments.)** **** If you are confused as to whether your student is in a sacrament class or not, please contact Anne Gleason (Sacrament Coordinator) as soon as possible. She will be happy to go over the guidelines with you.****

A copy of the student's baptismal certificate is required at the time of registration. No exceptions will be made.

SEE SCHEDULE OF PARENT MEETINGS LISTED ON PAGE(S) 37-40

SACRAMENT ACTIVITY DAYS

The activity day for each sacrament is a hands-on experience for students and their parents or guardians. Families experience the important symbols of the sacrament, and together create a lasting momento that their child may take home, as a reminder of this special time in their lives.

OLDER YOUTH SACRAMENT PROGRAM

A sacrament class is available for those **Junior High students (grades 7 & 8) and High School Students (grades 9,10,11&12)** who have not received their Baptism, First Communion or First Reconciliation (Confession). These classes meet every other week, and **require REGULAR ATTENDANCE AT WEEKLY MASS**. The "Older Sacrament" Class Schedule is on **page 33** of this Handbook.

PLEASE NOTE: **6th Grade Sacrament students will meet weekly in a combination 4th, 5th & 6th grade level class either on Saturday mornings from 9:00 a.m. -10:30 p.m..**

CHILDREN'S LITURGY OF THE WORD

This is a special program for children in **First** through **Third** grade. During the 9:15 Mass, children are invited to share in the proclamation of the Sunday readings and explanations and activities geared to their age level. Children are dismissed from Sunday Mass just before the first reading, and return to Church after the homily. **There is no fee** or registration required for this program.

ELEMENTARY MONTHLY NEWSLETTER

A newsletter will be handed out for students to take home on their first day of class. Catechetical Ministry combines a newsletter along with a monthly calendar for your convenience. There will be announcements of events, contests, helpful hints, scheduled sacrament parent meetings, and other articles to help keep all of our parents informed. We have found this a great form of communication for the students and us. Please look for it monthly! If you have any information you would like to add to our newsletter, please let your student's teacher know or contact **Anne Gleason** at the Catechetical Ministry Office.

U.n.I. LORD - YOUTH MINISTRY

This ministry is comprised of a diverse group of youth dedicated to helping others, building community and learning more about God and ourselves, while having fun. Students in grades 9 ó 12 and coordinator meet weekly. Please check our website for all updated info (www.stvictorchurch.org - we are under “Ministries” Youth and Young Adult). Permission slips are also available.

U.n.I. Arrival and Dismissal:

All students are to be dropped off to and picked up from the Parish hall and/or Parish Center, located in the back parking lot of the Church. No one will be released in front of the Church.

Upcoming Special Events include but are not limited to:

- Ice Cream Social – September 20 (3 – 4:30 pm)
 - Parish Festival – Oct. 16-18
- Adopt-A-Family - Bake Sale - November 22 – (Set up/Drop off 11/21)
 - Adopt-A-Family Shopping – Dec. 6
- Adopt-A-Family Gift Wrapping – Dec. 13 – 3-4:30 pm (Parish Center)
 - Coat Drive – January 10 (Parish Center)
 - Walk for Life – January 23, 2016 (Bus to San Francisco)
- Spaghetti Dinner Ticket Sales -Feb. 27 (after 5pm Mass), Feb. 28 & Mar. 5 (after 5pm Mass) & Mar. 6 (after Mass times)
 - Spaghetti Dinner – March 12 (Parish Hall)
 - 20-hours of Service – Due April 15

Please check our Newsletter on our website www.stvictor.org under “Youth and Young Adult Ministry” or “Like” us (UnI Lord Youth & Young Adult Ministry) on Facebook to receive more updated information.

****DATES FOR ALL U.n.I. EVENTS AND ANY OTHER U.n.I. EVENTS WILL BE PRESENTED TO STUDENTS THROUGHOUT THE YEAR.****

****PERMISSION SLIPS:**** Permission slips are required for all off-site events for youth events. They are available online (www.stvictorchurch.org – under Youth & Young Adult Ministry), in the vestibule of the church or contact DEBBIE SANTOS. Students without permission slips will not be allowed to attend off-site functions. No exceptions can be made.

Drivers: Drivers for off-site events must be 25 years of age or older with a valid driver’s license and proof of insurance. **Drivers and volunteers having contact with vulnerable adults or children are required to be fingerprinted and take an online Safe Environment course PRIOR to the Event, as fingerprints need to clear first.** Please contact Anne Gleason, in the Catechetical Ministry Office, for Fingerprinting and Safe Environment information at (408) 251-0165 or (408) 928-1638. Fingerprints **MUST** clear before any volunteer or employee can attend any function in which they will be helping (this is Diocesan policy).

U.n.I. Lord also puts together the following:

Newsletter: A monthly Youth & Young Adult newsletter will be posted in the Church vestibule as well as St. Victor's website (www.stvictorchurch.org). Be sure to pick up your copy to keep you informed of all upcoming events.

Choir: U.n.I. has a choir. The Youth & Young Adult choir meets every Thursday and on Sundays before Mass for practice in the Church. The choir sings weekly at the Sunday, 5:00 p.m. Mass. Please see Director, Rosemarie Tice after this Mass if you are interested in joining. A schedule of practice dates and time is available through **Rosemarie Tice or Debbie Santos at the C.M. Office (251-0165)**. *The Commitment is August through June.*

Youth & Young Adult Ushers:

St. Victor's is always looking for youth & young adult ushers. Please **contact Debbie Santos** for more information. For high school students interested in becoming an altar server, please contact **The Rectory Office**.

Youth Ministry is *ōto*, with, by and for youth \ddot{o} , helping to integrate youth into the parish and larger Catholic Christian community. **PARENTAL SUPPORT IS ALWAYS NEEDED THROUGHOUT THE YEAR.**

General

BICYCLES

Elementary and older students riding their bicycles to any session at St. Victor's **must have written permission from parents/guardians BEFORE** they can ride their bicycle to class. At that time the parent/guardian should establish a safe route to and from the parish with their student. When the student is arriving or leaving the parish grounds, they must use the nearest crosswalk when crossing the street and proceed **on foot**. They will also **walk their bike through St. Victor grounds, due to the fact that there is much traffic**. If riding a bicycle is a necessity, **permission in writing MUST be given to the Catechetical office by the parent/guardian in order for the student to continue riding his/her bicycle. No verbal agreements will be upheld**. Parents/guardians are advised that the student riding bicycles to and from school grounds **are required by state law** to wear helmets.

**** ROLLER BLADES, HEELIES and SKATEBOARDS are not permitted on parish grounds. This is a strict PARISH POLICY and no exceptions can be made. If this policy is overlooked you will be cautioned and further failure to comply with this rule may be cause to be dropped from our program.****

ATTENDANCE – ABSENCES

Attendance at every class is important for the development of faith in our children. If it is necessary that your student miss a session, please telephone the main number to the Catechetical Ministry Office to report their absence. Parents/guardians will receive a phone call for any **unexcused** absence. For Elementary level students, three (3) or more absences in a row is cause for concern about being dropped from the program for grade levels 1 through 8. Two (2) absences is cause to be **dropped** from the Confirmation I or Confirmation II program, or cause to repeat the year, as there are fewer classes through the year. Once again, you must call the Catechetical Ministry Office to report your student(s) absence(s).

It is especially important for children enrolled in a sacrament class (First Eucharist/First Reconciliation/**or**/Confirmation II) to be present for all classes. If you are confused as to whether your student is in a sacrament class or not, please check with **Anne Gleason** and she will be happy to go over the guidelines with you. We understand that circumstances do arise and that a student may be ill or the family may be out of town, however, please keep in mind that we do have waiting lists of families that would like to be registered, we keep a weekly total of all class absences, especially in the Sacrament program. Please remember to keep the

Catechetical Ministry Office informed of your student's absences. If you know you will be out of town for any length of time, it is important to notify this office **in writing** of how long you will be gone. As primary educators of your children, it is the parents' responsibility to get with the teacher and ask what lessons they are going to miss. No student will be dropped from this program if absences have been excused.

We also emphasize that if your child has sporadically missed several classes (i.e., 5 out of 7 or 8 out of 13 classes, etc.) this is also cause for being dropped from the program or asked to repeat the year. If your student cannot attend on a regular basis (due to **custody visitation** or whatever the situation), please call the Catechetical Office and discuss the situation with the Director or Coordinator. We are happy to work with you. **Please see "Custody/Legal Arrangements" of this handbook located on page 13. Also, please remember all matters are kept strictly confidential.**

EARLY RELEASE

If your elementary student must leave any session before the **usual** dismissal time, the parent/guardian **must** park their vehicle and proceed to the CM office to **sign** their student(s) out, pick up a **pass** and then go to the classroom to pick them up. In addition, the student should **also** give his or her teacher a **written** note letting them know that they will be picked up early that day. **Please do not instruct your student(s) to come to you, as they will no longer be allowed to come to the parent/guardian's vehicle without being signed out.** The parent/guardian or person signing them out **MUST** be 18 years or older.

PARENT CLASSROOM VISITS OR AIDING

Parents/guardians are welcome to visit or aide their student's catechetical session, one time only, **and only after first checking in with the Catechetical Ministry Office.** However, if you wish to aide your student's class more than once, you must follow all the procedures listed for "Volunteers" on **page 44** of this handbook under "**Specific Volunteer Information**". **No exceptions will be made.**

OTHER CLASSROOM VISITORS/GUESTS

At this time the Catechetical Ministry Office is **not** allowing any student to bring visitors/friends to their CM classes.

Siblings can be present in a classroom with a younger student **if** a parent feels the younger sibling is uncomfortable for whatever reason. However, **again the parent** must **first** inform the Catechetical Ministry Office of the situation and you must follow all the procedures listed for "Volunteers" on **page 44** of this handbook under "**Parents/Older Siblings Aiding Classes**". **No exceptions will be made.**

OFF-SITE ACTIVITIES

Off-site activities such as service projects and retreats are occasionally scheduled with the permission of the Director. When such an activity is scheduled, the following policies are in effect:

- **Please make verbal contact with the Coordinator before dropping off your student.**
- No student may go on an off-site activity unless a completed permission form signed by a parent/guardian has been submitted to the Catechetical Office.
- Verbal permission given over the telephone or in person **will not** be accepted.
- Separate permission forms are required for each off-site activity.
- Parents/guardians driving any students to or from an off-site activity are required to have a **current** driver's license, **proof** of automobile insurance (See **Drivers**, this handbook on **page 21**) and a seat belt to accommodate **each** person in the vehicle. **Drivers MUST** be 25 years or older.

- **ALL** parents/volunteers **must** be fingerprinted as well as **complete** an online Safe Environment Course. No exceptions can be made.

COMMUNICATION

Parents/guardians and catechetical staff work in partnership to help students grow in their faith. Therefore, good communication is essential. If any problems develop, they should always be solved at the lowest level whenever possible. If a parent/guardian wishes to talk with a catechist they may do so after the session or they may make an appointment with the catechist **by calling the Catechetical Ministry Office**. Parents/guardians may also call or visit the Catechetical Ministry Office if they wish to talk with the Director and/or Coordinator. The number to the Catechetical Office is **(408) 251-0165**. You may also email. Please see bulletin for individual level Coordinators.

Catechists and/or the Catechetical Office will communicate with parents/guardians by telephone, mail or by sending notices home with the student. Please check their books often for this information, as it does tend to get lost. The Catechetical Ministry Office sends notices home for every change in the handbook, albeit change of dates for classes, going directly to classrooms in lieu of our gathering area, fund-raiser pick-up, etc. It is our policy to **always** send **no less than 2** notices for each change. This way it assures that everybody receives at least one notice, especially if a student has missed a class the week before. **Please, it cannot be stressed enough, to check your student's book for any notices or information**. Most notices will come home 2 to 3 weeks in advance. There are of course, exceptions. These exceptions would be in the event of a disaster or emergency or something out of our control. These things have happened here in the past. We ask that all parents be patient with us and **keep us well-informed of any new addresses, telephone numbers, changes in emergency contacts, etc.** , at all times! **Please see "CHANGE OF ADDRESS..." on page 12 in this handbook for further information. There is a blank Emergency Update Form located in this book on page 46.**

DISCIPLINE POLICIES

Our first concern is to maintain an atmosphere in which the student(s) can form a community, feel safe, share faith and enjoy an optimum learning environment. As part of a Catholic Christian learning environment, all student(s) are expected to:

- **Behave respectfully and courteously toward all Catechists, adults, and other students.**
- **Avoid disrespectful verbal and body language.**
- **Participate positively and be attentive during the catechetical session.**
- **Respect parish property and the property of others as well as their own.**
- **Follow the rules of the program (those listed in this handbook as well as those put in place by each individual classroom).**

Students will be cautioned of their behavior immediately. If a problem persists and the student continually disrupts the class, the teachers are instructed to keep the student in the classroom until their ride comes to get them. At this time the **parents/guardians** will be informed of any negative behavior and **will be asked to aide their student's class if behavior does not improve**. We only have these students for roughly one hour per week. If our teachers are spending all their time disciplining one or two students, they cannot effectively devote the time so desperately needed for those that are willing to learn. Please, keep in mind, our teachers are volunteers, not teachers by trade. If any problem continues, the **Director of Catechetical Ministry**, in consultation with **the Pastor**, **will determine the final disciplinary course of action** (i.e., possible being dropped from a class.) All opportunities will be afforded the student before any action is taken.

HARASSMENT/BULLYING

St. Victor's believes that any form of *harassment* or *bullying* is contrary to the sanctity and integrity of all persons, and is committed to providing an environment free of harassment and/or bullying. All student(s) are forbidden from engaging in any form of harassment or bullying, directed toward another student **or** adult. This includes verbal, physical, visual or sexual harassment. Any allegation of harassment or bullying will be dealt with in a serious manner according to the Diocesan harassment policy. A full investigation will take place with any accusation, **immediately, upon it being brought to our attention.**

EMERGENCY/SAFETY PROCEDURES

The safety of the students and catechetical staff is of paramount importance. All actions taken shall bear in mind the safety and well-being of both students and staff members. The purpose of listing our procedures in the case of emergency/natural disaster, is to keep all parents/guardians informed and hopefully give parents/guardians a sense of security that your student(s) will be considered a high priority while in our care. In the event of any of these situations, all parents/guardians will know what their course of action will need to be in being reunited with their student(s). These policies and procedures come directly from the Diocese and have been adopted by this parish.

Earthquake drills are also held periodically during the year. All students, teachers and staff follow the “**duck and cover,**” that most of the children are familiar with through their own schools.

Medical Emergency/Accident/Sudden Sickness

In case of an accident or sudden sickness, the Catechetical Director, Coordinator or her delegate will give appropriate immediate care and notify the parents/guardians (obtained from the emergency cards). Further determination of medical care will be evaluated as soon as possible and the **proper authorities** (i.e., Fire Department, Paramedics, etc.) will be called. ****Please keep your emergency contact numbers current** As soon as parents can be contacted, THEY will determine whether to call a PERSONAL physician or dentist or instruct this office to do so.**

Dangerous Materials

Catechetical Directors/Coordinators or designated person(s) have the right and duty to protect the health and welfare of the participants of the catechetical program. This includes the right to inspect property of individuals suspected of possessing alcohol, drugs, weapons and other illegal materials. If alcohol, illegal drugs, weapons or other dangerous material are found, the police, parents/guardians and Pastor will be notified as appropriate.

If any student arrives for an event, either on the grounds or a Church event off-site, and is found to be under the influence of drugs/alcohol, we will call his or her parents/guardian immediately and the student will be taken off-site. Such continued behavior due to use of a dangerous material is cause for dismissal.

Gangs

The parish catechetical program is a gang-free environment. No evidence of gangs or gang-related activities will be tolerated. Persons participating in any gang or gang-related activities while on parish property or in conjunction with program-related activities will be subject to immediate disciplinary action up to and including dismissal from the program.

Child Abuse

As required by state law, evidence of apparent non-accidental injury, suspected neglect or child abuse will be reported to the proper authorities.

Fire Drill

Every classroom on St. Victor grounds has **emergency exit** procedures posted. **Fire drills** are held twice a year. All students, teachers and staff will evacuate the building and assemble onto the blacktop parking lot or field in an orderly manner, at the rear of the Church. Once roll call is taken and all buildings are searched for any missing or injured student(s) or adults, all students will be moved into the Church hall. **Parents/guardians or other emergency contacts will be contacted at that time. All parents/guardians will be required to sign their student(s) out. No student will be released without an adult signing them out. This adult (18 years or older) must be on the emergency card on file with the Catechetical Ministry Office. Please do not expect your student(s) to be released before they have been recognized in the roll call and signed out. We will have at least 2 fire drills throughout the school year. **WE WILL NOT LEAVE THE PREMISES WITHOUT ACCOUNTING FOR EACH AND EVERY STUDENT AND STAFF MEMBER.**** It is standard procedure that whenever the whereabouts of a student is in question, or if a parent is late in picking up a student, **we will remain on the premises with that student or students until they are safely with their parents or legal guardians.**

Earthquake Procedures

As most of you can attest, earthquakes are unpredictable and strike without warning. They range in intensity from slight tremors to great shocks.

Statistics from the Civil Defense Preparedness Agency state that the actual movement of the ground in an earthquake is rarely the direct cause of injury or death. Most casualties result from falling debris.

Please take the heed of experts and prevent yourself from being a tragic statistic. The following information comes directly from American Rescue Team International (ARTI), the world's most experienced rescue team. We include these procedures in hopes that they may assist you in an emergency as well as inform you of our policies and procedures:

Procedures include, but are not limited to the following:

During the quake,

- 1) Do NOT duck and cover under desks or cars. Get next to a big object, sofa or bed. Large bulky objects will compress slightly but leave a void next to it.**
- 2) Wooden buildings are the safest type of construction to be in during an earthquake. Wood is flexible and moves with the force of the earthquake. If the wooden building does collapse, large "survival" voids are created. Also, wooden buildings have less concentrated crushing weight.**
- 3) If you are in bed during the night and an earthquake occurs, simply roll off of the bed. A safe void will exist around the bed.**
- 4) If an earthquake happens and you cannot easily escape by getting out the door or window, then lie down and curl up in the fetal position next to a sofa or large chair.**

- 5) Contrary to public belief, **DO NOT** stand under a doorway. The door jams can fall and injure you.
- 6) Never go to the stairs. Stairs have a different “moment of frequency”. They swing separately from the main part of the building. Stairs and the remainder of a building will continuously bump into each other until structural failure of the stairs takes place. Stairs may not collapse right away, but may collapse later when overloaded by fleeing people.
- 7) Get near the outer walls of buildings or outside of them if possible – It is much better to be near the “outside” of the building rather than the interior. The far inside you are from the “outside perimeter” of the building the greater the probability that your escape route will be blocked.
- 8) If you are in a vehicle, do **NOT** stay in the vehicle. Again, get out of the vehicle and sit or lay beside the vehicle. This creates that safety void.
- 9) Buildings or office with a lot of paper (i.e., stacks of copy paper, etc.) that paper does **NOT** compact. Large safety voids will surround the stacks of paper.

After the quake has stopped,

- Stay away from damaged buildings. Aftershocks can cause further damage to them and occupants inside.
- Do not use candles, matches or any form of open flame due to possible gas leaks. (USE FLASHLIGHTS.)
- Shut off gas lines.

Evacuation (from Catechetical Classes),

- A search and rescue team (which will be determined yearly by the Catechetical Ministry office) will search all buildings for missing and/or injured persons.
- Students will take a safe route into the parking lot and assemble near the Church hall. Once the hall has proven safe, we will move into the Church hall.
- A master list of all students is available at all times and roll call will be taken as soon as possible.
- All students will be signed-out and released **ONLY** to authorized persons. **NO STUDENT WILL BE LEFT ALONE. ALL PERSONS WILL BE ACCOUNTED FOR BEFORE WE VACATE THE PREMISES. ONCE AGAIN, THIS IS WHY IT IS SO IMPORTANT TO KEEP YOUR EMERGENCY INFORMATION CURRENT AT ALL TIMES.**
- If the proper authorities (i.e., Fire Department, Paramedics, ambulances, etc.) are not already on the scene, they will be called as soon as some order can be made and the situation assessed. Our staff has been trained to remain as calm as possible when making any calls to authorities and when they are around the students.

In the event of a real emergency, your student(s) will be cared for until you can reach them. A search and rescue team will take over at this point. **NO STUDENT WILL EVER BE LEFT ALONE. We will remain on the grounds until each and every person has been account for and all students have been released to a parent/guardian or authorized person. **

Parent tip: All students will need to feel as secure as possible in this situation. They will only be as calm as you are. It is important not to let them see you panic.

THE RIGHT TO AMEND

The Director of Catechetical Ministry and the Pastor of St. Victor's have the right to amend this handbook for just cause. Parents/Guardians will be given prompt notification if changes are made.

Fr. Mark Gazzingan

**Fr. Mark Gazzingan
Pastor, St. Victor's Church**

Angela Giampaoli

**Angela Giampaoli
Director/Coordinator**

August 15, 2015

Date

[Signatures on file with Catechetical Ministry Office]

ELEMENTARY PROGRAM

WEDNESDAY - SCHEDULE OF CLASSES 2015-2016 (3:30 p.m. to 5:00 p.m.)

		SEPTEMBER	30	
		OCTOBER	14	
OCTOBER	21	**NO CLASS** - SV TEACHER CONFERENCES		
		OCTOBER	28	
		NOVEMBER	4	
		NOVEMBER	11	
		NOVEMBER	18	
	NOVEMBER 25th	**NO CLASS** - THANKSGIVING BREAK		
DECEMBER	2nd	**SAFE ENVIROMENT CLASS FOR <u>ALL</u> STUDENTS**		
		DECEMBER	9	(ADVENT)
		DECEMBER	16	(ADVENT)
DECEMBER	23	**NO CLASS** - CHRISTMAS RECESS		
DECEMBER	30	**NO CLASS** - CHRISTMAS RECESS		
		JANUARY	6	
		JANUARY	13	
		JANUARY	20	
		JANUARY	27	
		FEBRUARY	3	
		FEBRUARY	10	(ASH WEDNESDAY Lent Begins))

(Wednesday Schedule of classes - Continued)

FEBRUARY	17	**NO CLASS** - PRESIDENT'S WEEK
FEBRUARY	24	
MARCH	2	
MARCH	9	
MARCH	16	
MARCH	23	
MARCH	30	**Lenten Confessions – Grades 3-5 Elementary**
APRIL	6	**NO CLASS – EASTER BREAK**
APRIL	13	
APRIL	20	
APRIL	27	**LAST CLASS**

Please Note: Dates are subject to change

ELEMENTARY PROGRAM

SATURDAY SCHEDULE OF CLASSES -- 2015-2016 (9:00 a.m. – 10:30 a.m.)

		OCTOBER	3	
		OCTOBER	10	
OCTOBER	17	**NO CLASS** - PARISH FESTIVAL		
OCTOBER	24	**GO DIRECTLY TO CLASSROOM**		
OCTOBER	31	**GO DIRECTLY TO CLASSROOM**		
NOVEMBER	7	**NO CLASS** - TEACHER IN-SERVICE		
		NOVEMBER	14	
		NOVEMBER	21	
NOVEMBER	28	**NO CLASS – THANKSGIVING**		
DECEMBER	5	**SAFE ENVIRONMENT CLASS FOR <u>ALL</u> STUDENTS		
		DECEMBER	12	(ADVENT)
		DECEMBER	19	(ADVENT)
DECEMBER	26	**NO CLASS** CHRISTMAS RECESS		
JANUARY	2	**NO CLASS** CHRISTMAS RECESS		
		JANUARY	9	
		JANUARY	16	
		JANUARY	23	
		JANUARY	30	
		FEBRUARY	6	

(Saturday Schedule of Classes - Continued)

FEBRUARY 13 *GO DIRECTLY TO CLASSROOM*****

FEBRUARY 20 *NO CLASS*** - PRESIDENT'S WEEK**

FEBRUARY 27 *NO CLASS – TEACHER-IN-SERVICE*****

MARCH 5 *GO DIRECTLY TO CLASSROOM*****

MARCH 12

MARCH 19 *Lenten Confessions – Grades 3 – 5 Elementary*****

MARCH 26 *NO CLASS*** - HOLY SATURDAY**

APRIL 2

APRIL 9

APRIL 16

APRIL 23

APRIL 30 *****LAST CLASS*****

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE

OLDER SACRAMENT PROGRAM
SCHEDULE OF CLASSES – 2015-2016 (9:00 a.m.-10:30 a.m)

****For 2nd year C.M. students at the Junior High and High School level who have not yet received Sacraments****

	OCTOBER	3	
	OCTOBER	10	
OCTOBER	17		**NO CLASS** - PARISH FESTIVAL
OCTOBER	24		**GO DIRECTLY TO CLASSROOM**
OCTOBER	31		**GO DIRECTLY TO CLASSROOM**
NOVEMBER	7		**NO CLASS** - TEACHER IN-SERVICE
	NOVEMBER	14	
	NOVEMBER	21	
NOVEMBER	28		**NO CLASS – THANKSGIVING**
DECEMBER	5		**SAFE ENVIRONMENT CLASS FOR <u>ALL</u> STUDENTS
	DECEMBER	12	(ADVENT)
	DECEMBER	19	(ADVENT)
DECEMBER	26		**NO CLASS** CHRISTMAS RECESS
JANUARY	2		**NO CLASS** CHRISTMAS RECESS
	JANUARY	9	
	JANUARY	16	
	JANUARY	23	
	JANUARY	30	
	FEBRUARY	6	

(Saturday Schedule of Classes - Continued)

FEBRUARY	13	**GO DIRECTLY TO CLASSROOM**
FEBRUARY	20	**NO CLASS** - PRESIDENT'S WEEK
FEBRUARY	27	**NO CLASS – TEACHER-IN-SERVICE**
MARCH	5	**GO DIRECTLY TO CLASSROOM**
	MARCH	12
MARCH	19	**Lenten Confessions – Grades 3 – 5 Elementary**
MARCH	26	**NO CLASS** - HOLY SATURDAY
	APRIL	2
	APRIL	9
	APRIL	16
	APRIL	23
	APRIL	30 **LAST CLASS**

****PARENTS PLEASE SEE PAGES 37-40 OF THIS HANDBOOK FOR VERY IMPORTANT INFORMATION. This includes “Required” Parent Meetings for choosing dates for First Reconciliation and First Communion, as well as Activity Days. You will get much needed information in addition to choosing your dates at these meetings. Please call the C.M. Office if you have any questions.**

Please follow the above schedule and attend the scheduled Parent Meetings listed on the above listed pages.**

PLEASE NOTE: Dates are subject to change.

JUNIOR HIGH PROGRAM

2015-2016 (6:30 p.m. to 8:00 p.m. – In Parish Hall – Tuesday Evenings)

September 29 FOR **PARENTS** only. MEETING IN PARISH HALL from 7:00 p.m. ó 7:30 p.m.
NOT A CLASS

OCTOBER 13

OCTOBER 27

NOVEMBER 3 ****Please note this is a mandatory SAFE ENVIRONMENT course for all students.**

NOVEMBER 10

NOVEMBER 17

DECEMBER 1 ****(FAMILY CLASS)****

DECEMBER 8

JANUARY 5

JANUARY 12

JANUARY 19

JANUARY 26

FEBRUARY 2

FEBRUARY 6 ****RETREAT** INFORMATION WILL BE GIVEN TO STUDENTS**

FEBRUARY 23

MARCH 1

MARCH 8 ****RECONCILIATION (STUDENTS MEET IN CHURCH)****

MARCH 15 ****(FAMILY CLASS)****

APRIL 5

APRIL 12

APRIL 19 ****LAST CLASS****

PLEASE NOTE:

DATES ARE SUBJECT TO CHANGE

CONFIRMATION I

SCHEDULE OF CLASSES - 2015-2016 (7:00 p.m. to 8:30 p.m. ó ALL CLASSES HELD IN PARISH CENTER)

SUNDAY	SEPTEMBER 20TH	Ice Cream Social 3-4:30 pm Parish Hall. This is a <u>MANDATORY First Class</u>
MONDAY	SEPTEMBER 28TH	**Please note this is a SAFE ENVIRONMENT course. Mandatory for <u>ALL</u> students.** AND ** <u>There will also</u> be a separate and brief Parent Meeting at 7:00 p.m.**
	MONDAY	OCTOBER 12
	MONDAY	OCTOBER 26
	MONDAY	NOVEMBER 16
	MONDAY	NOVEMBER 30
	MONDAY	DECEMBER 14
	MONDAY	JANUARY 4
	MONDAY	JANUARY 25
	MONDAY	FEBRUARY 8
	MONDAY	FEBRUARY 22
MONDAY	MARCH 7	**LENTEN RECONCILIATION SERVICE FOR ALL STUDENTS – In Church**
	MONDAY	MARCH 21
	MONDAY	APRIL 4
MONDAY	APRIL 18	**LAST CLASS** - <u>IN PARISH HALL</u>

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE

++Each small group is **REQUIRED** to attend one Monday evening at the CM Office to prepare a prayer service for class.++

CONFIRMATION II PROGRAM

SCHEDULE OF CLASSES - 2015-2016 (IN PARISH HALL - 7:00 p.m. to 8:30 p.m.)

**SUNDAY SEPTEMBER 20th Ice Cream Social 3-4:30 pm Parish Hall. This is a mandatory
Class for all Confirmation II Students**

MONDAY OCTOBER 19

**MONDAY NOVEMBER 2nd **Please note this is a SAFE ENVIRONMENT class.
Mandatory for ALL students.**

MONDAY NOVEMBER 16

MONDAY NOVEMBER 30

MONDAY DECEMBER 14

MONDAY JANUARY 4

MONDAY JANUARY 25

MONDAY FEBRUARY 8

MONDAY FEBRUARY 22

****SATURDAY** MARCH 5TH **MANDATORY** - ALL DAY RETREAT
6 INFO WILL BE GIVEN TO STUDENTS DURING THEIR REGULAR
CLASSES ▶▶ ALL STUDENTS ARE REQUIRED TO ATTEND UNLESS THEY
HAVE A WRITTEN EXCUSE FROM THEIR PARENTS**

MONDAY MARCH 7

MONDAY MARCH 21

MONDAY APRIL 4

MONDAY APRIL 11TH **REHEARSAL**

SUNDAY APRIL 17TH **CONFIRMATION – AT 5:00 P.M. MASS **

PLEASE NOTE: DATES ARE SUBJECT TO CHANGE

SACRAMENT PROGRAM PARENT MEETING SCHEDULE

IN PREPARATION FOR FIRST RECONCILIATION (CONFESSION)

PART 1 OF 2

Required parent meetings:

FOR SACRAMENT PARENTS ONLY

Parent

Meeting 1 of 3

Choose only 1 of the following dates:

Thursday, October 22 - 7:00 to 9:00 p.m. (Parish HALL) FOR SACRAMENT PARENTS ONLY
OR

Saturday, October 24 - 9:00 to 10:30 a.m. (Parish CENTER) FOR SACRAMENT PARENTS ONLY

Parent Meeting 2 of 3

Thursday, October 29 - 7:00 to 9:00 p.m. (Parish CENTER) FOR SACRAMENT PARENTS ONLY
OR

Saturday, October 31 - 9:00 to 10:30 a.m. (Parish CENTER) FOR SACRAMENT PARENTS ONLY

Parent Meeting 3 of 3

COMMUNAL RECONCILIATION (CONFESSION) – FOR SACRAMENT PARENTS ONLY

Thursday NOVEMBER 12 7:30 p.m. in the Church

Activity Days for First Reconciliation - FOR SACRAMENT PARENTS and ENROLLED SACRAMENT STUDENTS ONLY

Choose only 1 of the following dates:

Friday NOVEMBER 20 7:00 p.m. Church HALL (SACRAMENT PARENTS & SACRAMENT STUDENTS ONLY)

OR

Saturday NOVEMBER 21 11:00 a.m. Church HALL (SACRAMENT PARENTS & SACRAMENT STUDENTS ONLY)

Sacrament program for First Reconciliation Continued

THE SACRAMENT OF FIRST RECONCILIATION (First Confession) ****This is the first of two sacraments the students will be receiving this year. Parents must accompany their students to this function. **Choose only 1 of the following dates** (Sign-ups for these dates are at all the Required Parent Meetings listed above.)

Thursday JANUARY 21 **7:00 p.m. in the *Church* (SACRAMENT PARENTS & SACRAMENT STUDENTS ONLY)**

OR

Saturday JANUARY 23 **11:00 a.m. in the *Church* (SACRAMENT PARENTS & SACRAMENT STUDENTS ONLY)**

OR

Saturday JANUARY 23 **1:30 p.m. in the *Church* (SACRAMENT PARENTS & SACRAMENT STUDENTS ONLY)**

PLEASE NOTE: Dates and times for First Reconciliation are chosen at the Required Parent Meetings listed above. If you do not attend these meetings to choose a date and time, one will be chosen for you. Please keep in mind these dates are on a first come first serve basis. Also, keep in mind that First Eucharist cannot be received without first receiving First Reconciliation. No exceptions can be made.**

Reminders with your chosen date for First Reconciliation, will be mailed to all Sacrament parents right after the New Year of 2016.



SACRAMENT PROGRAM SCHEDULE
IN PREPARATION FOR FIRST EUCHARIST (FIRST HOLY COMMUNION)
PART 2 OF 2

Required Parent Meetings FOR SACRAMENT PARENTS ONLY **Parent Meeting 1 of 2**

Choose 1 of the following dates:

Thursday, FEBRUARY 4 at 7:00 ó 9:00 p.m. Parish CENTER (FOR SACRAMENT PARENTS ONLY)

OR

Saturday, FEBRUARY 6 at 9:00 ó 10:30 a.m. Parish CENTER (FOR SACRAMENT PARENTS ONLY)

FOR SACRAMENT PARENTS ONLY

Parent Meeting 2 of 2

Choose 1 of the following dates:

Thursday, FEBRUARY 11 at 7:00 ó 9:00 p.m. Parish CENTER (FOR SACRAMENT PARENTS ONLY)

OR

Saturday, FEBRUARY 13 at 9:00 ó 10:30 a.m. Parish CENTER (FOR SACRAMENT PARENTS ONLY)

****Parents are required to attend these meetings, but may switch between Thursday or Saturday dates offered.****

Sacrament Program for First Eucharist (Continued)

ACTIVITY DAYS FOR FIRST EUCHARIST (Communion) [For Sacrament parents and enrolled Sacrament students only]

Choose only 1 of the following dates:

Friday MARCH 18 at 7:00 p.m. Church HALL (FOR SACRAMENT PARENTS & ENROLLED SACRAMENT STUDENTS

OR

Saturday MARCH 19 at 11:00 a.m. Church HALL (FOR SACRAMENT PARENTS & ENROLLED SACRAMENT STUDENTS

PLEASE NOTE: Dates and times for First Eucharist (Communion) are chosen at the Required Parent Meetings listed above. If you do not attend these meetings to choose a date and time, one will be chosen for you. Please keep in mind these dates are on a first come first serve basis and each Communion MUST be kept to a reasonable number [as per the Pastor].

****At the Parent Meetings, parents will get the information needed to assist them in preparing their students for their Sacraments as well as sign-up for Activity Days and First Eucharist dates. If you do not attend these meetings you cannot choose a day and time for your student to receive First Eucharist, therefore, one will be assigned to you. Each Communion is on a first come, first served basis and MUST be kept to 40-45 students or under as per our Pastor's request. ****



FIRST EUCHARIST (COMMUNION) DATES

For your student's **First Eucharist date**, you will sign-up for **one (1)** date and time from the dates and times below, **at the required parent meetings** (see dates for meetings on page 41 of this handbook.) **Practice dates** for each Communion are also listed below. Please note, there is only **one (1)** practice time for each Communion. Because students will have **specific seating arrangements**, your student is expected to attend their specific practice. **Reminders with your chosen date for First Eucharist and its corresponding practice time will be mailed to all Sacrament parents in mid-April, 2016.** Again, you will sign-up for your specific date and time at the parents meetings. All dates are on a first-come, first-served basis. If you do not attend the parent meetings, we cannot guarantee that you will get the date you are looking for. As these letters are mailed, please make sure your current address is listed with the C.M. Office.

SET 1	Saturday	MAY 7	11:00 a.m.
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Practice times for <u>MAY 7 – 11:00 a.m. TRADITIONAL COMMUNION</u> is on MAY 3, 2016 at 7:00 p.m. in the Church
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OR

SET 2	Saturday	MAY 14	11:00 a.m.
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Practice times for <u>MAY 14 – 11:00 a.m. TRADITIONAL COMMUNION</u> is on MAY 10, 2016 at 7:00 p.m. in the Church
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VOLUNTEERS

As always, the Catechetical Ministry Office is looking for volunteers. If you feel you would like to share your teaching skills or aide in a class, please contact **Anne Gleason, Debbie Santos or Angela Giampaoli at 251-0165** for further information or fill out the information below and return it to the Catechetical Ministry Office. We have a **great training program** and all it takes is your time and heart. We provide all the materials needed. Please give it some thought. **We encourage you to talk to some of our volunteers** and find out about the program to settle any fears or concerns you may have. Without our terrific volunteers, we are not able to have this wonderful program and, there are times when **we are in danger of not having certain classes** unless volunteers come forward. Again, please give it some thought. **This is also a great way to accumulate hours for the school.**

SPECIFIC VOLUNTEER INFORMATION:

****Please note: As per the Diocese of San Jose, ALL volunteers (aides, teachers or parents) having any interaction with children or vulnerable adults must now be fingerprinted BEFORE they will be allowed in any classroom or attend any onsite or offsite activity. This also applies to any parent wishing to aide or visit their student's classroom more than one time. More than one time, means they are considered to be an official aide and must follow the Diocesan procedures (Please contact Anne Gleason for all details.) They are also required to complete an online Safe Environment Workshop every 3 years and fill out a Diocesan Application to be kept in-house.**

**** Please contact Anne Gleason in the Catechetical Ministry Office for detailed information on Fingerprinting. It is a very simple process, but you MUST contact us BEFORE you are fingerprinted. You cannot set up your own appointment, as the form you will receive after being fingerprinted is needed with the tracking number for clearance. Your fingerprints MUST clear before you can help in any capacity. We will make sure you have the correct code so you can be fingerprinted, correctly. All 3 steps (Fingerprinting/Online "Safe Environment" course/Volunteer Application) must be done before you can enter a classroom. These 3 steps are very easy to accomplish, please contact the Catechetical Ministry Office (408-251-0165). If you are planning to visit your student's) classroom only one time, you MUST STILL contact the Catechetical Ministry Office first and speak with Anne Gleason at the above number.**

If you are interested in helping out in Catechetical Ministry, please fill in the page below, (pg. 44) and return it to the C.M. Office.

Volunteer Information Form:

Name (please print clearly)

Telephone Number

Email address (Print clearly)

Address (please print clearly)

Please check as many as interest you:

I would like to:

- _____ Teach (Wednesdays 3:30 –5:00 p.m. –elementary)
- _____ Teach (Saturdays 9:00-10:30 a.m. – elementary)
- _____ Aide Wednesday classes – 3:30-5:00 p.m. elementary
- _____ Aide Saturday classes – 9:00-10:30 a.m. elementary
- _____ Teach Junior High classes (6:30-8:00 p.m. Tuesdays)
- _____ Facilitate Confirmation I classes (7:00-8:30 p.m. every other Monday evening)
- _____ Facilitate Confirmation II classes (7:00-8:30 p.m.)
- _____ Liturgy of the Word (during 9:15 a.m., 10:45 a.m. and 12:15 p.m. Masses)
- _____ Co-teach with another

We will contact you in a timely manner to arrange an interview. You will receive further information at that time.

****A FINAL NOTE****

On a final note, we ask that as you read through this handbook and to please keep in mind that there are many reasons for these procedures, rules and regulations. Nothing has been put in this handbook that has not come to pass at one time or another. We realize there is a lot to digest, however, it is for the safety and concern of one and all that we ask you to abide by these procedures.

Start by taking one section at a time. We suggest that you start with and **pay special attention to the “Drop-Off and Pick-Up” procedures for your student’s grade level.** Then go back and read through other areas. Also, keep in mind that a lot of these procedures, rules and regulations come from our Diocese and cannot be changed.

If you lose this handbook, you can go online to www.stvictor.org, go to “Ministries”, **click on Catechetical Ministry, then scroll to middle of page, just above the yellow “Adobe Reader” box and click on “C.M. Handbook, click here”.** It will open automatically for you, thus allowing you to look up any schedule or any other information you may need.

CATECHETICAL MINISTRY ASKS THAT WHEN YOU ARE DROPPING YOUR STUDENT OFF FOR **ELEMENTARY CLASSES (WEDNESDAY OR SATURDAY)**, that you do not simply drop them off and leave. **PLEASE, PLEASE, PLEASE** do not just drop your student off and leave the grounds. Walk them to the main meeting place, i.e., the Church (Wednesday) or Hall (Saturday). Obviously, if the facilities gates are locked, there are no classes. Many times we have been told by parishioners or our priests, that students are still dropped off and left when there are no classes. **There is NEVER a time when a notice will NOT go home reminding the parents and students** of a “No Class” day, in addition to being listed in the handbook under your student(s) class schedule. Please check your schedule BEFORE you bring your student for class. We ask your cooperation while your student is enrolled through our catechetical program. **All parents will be asked at the time of C.M. Registration to sign an acknowledgment form stating that you will read through the handbook. We thank you for your cooperation.**

**Mandatory Student/Family Emergency Information Card ó In accordance with Diocesan Specifications
PLEASE PRINT do not write INFORMATION ON THIS CARD**

THIS FORM NEEDS TO BE KEPT CURRENT AT ALL TIMES throughout the year. One is needed for EACH student.

STUDENT INFORMATION:

Student Last Name _____ **Student First Name** _____ **Home Phone:** _____

Gender (Circle One): Male Female
Student Address: _____

Student Birthdate: _____

SCHOOL: _____ **STUDENT'S GRADE AS OF 9/1/2015** _____

- PLEASE LIST on the line BELOW **ALL MEDICATIONS** your student is currently taking, as well as allergies or other medical conditions (such as, but not limited to: A.D.H.D.; A.D.D.; Autism; Any physical or mental handicap; Down Syndrome, Asthma). **IF YOU FEEL YOUR STUDENT NEEDS TO HAVE AN AIDE, PLEASE EXPLAIN ON A SEPARATE PIECE OF PAPER AND SPEAK WITH COORDINATOR AS YOU REGISTER. **If your student(s) require ANY special needs, PLEASE let us know as you are registering them so we can assist you in giving your child the best Religious Education possible.****

PARENT INFORMATION:

Is Parent who is registering student a St. Victor's Registered Parishioner? **Yes / No** If No: Do you give us permission to change parish of Registration to St. Victor's Parish? **Yes / No**

Parent Status (Circle one): MARRIED DIVORCED SINGLE SEPARATED REMARRIED WIDOWED

BIRTH FATHER INFORMATION

Last Name _____ **First Name** _____
Address: _____

Work Number: _____
Cell phone: _____
EMAIL ADDRESS: _____

BIRTH MOTHER INFORMATION

Last Name _____ **First Name** _____ **Maiden Name** _____
Address: _____

Work Number: _____
Cell phone: _____
EMAIL ADDRESS: _____

STEP-FATHER OR GUARDIAN INFORMATION

Last Name _____ **First Name** _____
Address: _____

Work Number: _____
Cell phone: _____
EMAIL ADDRESS: _____

STEP-MOTHER OR GUARDIAN INFORMATION

Last Name _____ **First Name** _____
Address: _____

Work Number: _____
Cell phone: _____
EMAIL ADDRESS: _____

EMERGENCY CONTACTS (other than parents/guardians):

Last Name _____ **First Name** _____
Address: _____

Tel. Number: _____
Cell phone: _____
Relationship to Student: _____

Last Name _____ **First Name** _____
Address: _____

Tel. Number: _____
Cell phone: _____
Relationship to Student: _____

Parent/Guardian signature: _____

Parent/Guardian signature: _____

(PLEASE PRINT STUDENT'S LAST NAME)

(over)

PART 1

FAMILY AGREEMENT FORM

I am signing this form in acknowledgement that **I will read or have read** and understand the handbook and all the information contained therein. I also acknowledge that I will abide by the policies set in force by St. Victor’s Catechetical Ministry and Diocese of San Jose. **Further, I agree to keep all telephone numbers AND addresses (for Emergency Contacts and our household) current throughout the year.**

PARENT/GUARDIAN SIGNATURE

DATE

PART 2

PHOTOGRAPH/VIDEO AND INTERNET (i.e., EMAIL/INSTANT MESSAGE) CONSENT

From time to time, we will be taking pictures and video taping youth ministry events and gatherings. We would like to be able to use these photographs and videos for flyers, parish and diocesan publications and the ministry website. To do this, we need both the students and the parents’ consent. We will not use the last names of any individual whose photos or videos are posted. If there are concerns about the pictures or videos posted on the website, please contact the youth ministry coordinator or webmaster, and they will promptly be removed.

I/We, the parent(s)/guardians of _____, authorize and give full consent, without limitation or reservation to **St. Victor’s Church**, to publish any photographs or videos in which the above named student and/or pictures or videos of his/her parents or grandparents appears while participating in any program with **St. Victor’s Church**. If at any time I feel there are concerns about these pictures or videos, I am aware that I can contact the Youth Minister, Catechetical Ministry or webmaster at any time and they will promptly be removed.

(Circle One): **Approve** **OR** **Opt Out (*I do NOT give permission*)**

Parent/Guardian Signature: _____ **Date** _____

I/We, the parent(s)/guardian(s) of _____, further give **St. Victor’s Church** full consent, to communicate with my student(s) via Email, or Instant Message using The Diocesan or St. Victor’s professional accounts only. Parental consents need to be obtained when communicating by email or instant messaging with minors and vulnerable adults. If at any time I feel there are concerns about these emails or instant messages, I am aware that I can contact the office of Catechetical Ministry and the issue will be addressed immediately.

(Circle One): **Approve** **OR** **Opt Out (*I do NOT give permission and would rather they contact me at my email address, given here*)**

Parent email address

Parent/Guardian Signature: _____ **Date** _____

