

# PARENT acknowledgement Form

WE ACKNOWLEDGE RECEIPT OF THE 2017-18 HOLY CROSS RELIGIOUS EDUCATION PARENT HANDBOOK. WE UNDERSTAND AND AGREE TO COOPERATE WITH THE PARISH POLICIES SET FORTH WITHIN.

\_\_\_\_\_  
*Signature of Parent or Guardian* *Date*

\_\_\_\_\_  
*Signature of Parent or Guardian* *Date*

\_\_\_\_\_  
*Signature of Student* *Date*

\_\_\_\_\_  
*Signature of Student* *Date*

\_\_\_\_\_  
*Signature of Student* *Date*

\_\_\_\_\_  
*Signature of Student* *Date*

\_\_\_\_\_  
*Signature of Student* *Date*

**2017-2018**

Please sign and date this form and return it with your student(s) registration form(s).

Thank You.





## Religious Education Parent Handbook

Dear God our Father, you have called all Christian families to be a sign of your love to the world. Help us to be generous with the gifts of life and love that you have showered on our family. May we share them so that our homes become true signs of unitive and fruitful love and let us never forget to thank you each day for all that sustains us. Father, we ask this in Jesus' name in union with the Holy Spirit. Amen

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## WELCOME

A special thank-you to our volunteer catechists, who share their faith, hopes, and prayers to bring out the best gifts each child has to offer and to enable them to fulfill their mission of evangelization. Without them our Religious Education program would not be possible. Please pray for them and our youth throughout the year.

### Catechists and Aides

Lisa Krueger, Loretta Bolting, Charlotte Noblett  
Danette Respondek and Meagan Gips  
Lana Brysch and Tracy Lassman  
Karen Gaida and Cheryl Edmondson  
Myra Yeretsky and Teresa & Greg Foegelle  
Mike Yeretsky and Laurie Metting

### Grades

Pre-K (ages 3, 4 and toddlers 5 and under)  
Kinder and Grade 1 (ages 5-6)  
Grade 2, *First Reconciliation and First Communion*  
Grades 3-4-5  
Grades 6-7-8  
Grade 9-10, *Confirmation I - II*

## Catechetical Sunday on September 17, 2018 *“Living as Missionary Disciples”*

*Those within the community, that have been designated to serve as catechists and aides will be called forth to be commissioned for their ministry. Catechetical Sunday is a wonderful opportunity to reflect on the role that each person plays, by virtue of Baptism, in handing on the faith and being a witness to the Gospel. Catechetical Sunday is an opportunity for all to rededicate themselves to this mission as a community of faith.*

*—United States Conference of Catholic Bishops*



### A Prayer for Catechists

*O God, our Heavenly Father; You have given us the gift of these catechists to be heralds of the Gospel to our parish family.*

*We lift them up to You in thanksgiving and intercede for them concerning their hopes and needs. May we be attentive to the presence of Your Word in them, a Word that lifts up and affirms, calls forth and challenges, is compassionate and consoles.*

*We pray that our parish family will always be blessed with those who have responded to the call to share in Christ’s prophetic mission as catechists. May we too be open to the universal call to service that Christ addresses to all of his disciples, contributing our gifts to the communion of faith, the Church. We ask this in Jesus’ name. Amen*

#### PARISH STAFF

Pastor:	Reverend Roger R. Hawes
Accounting:	Melisa Cortez/Teresa Foegelle
Secretary:	Helen Mikus
Cemetery Records:	Ted and Vernell Dlugosch
Religious Education Admin:	Teresa Foegelle/Melisa Cortez
Maintenance:	Matt Hinds
Housekeeping:	Minga Rios

#### OFFICE HOURS

Monday through Friday: 8:30 a.m. to Noon and 1:00 p.m. until 3:30 p.m.

#### CONTACT US

Telephone 361-564-2893 | Fax 361-564-9315  
 holycross1214@sbcglobal.net | holycrossyorktown.net  
 1214 Zorn Road, Yorktown, Texas 78164

#### MASS SCHEDULE

One of the most important things you can do as a family is to attend weekly Mass together. Here is the Holy Cross and San Luis schedule of Masses and confession times:

Sunday:	8:00 a.m. San Luis Mission   9:30 a.m. Holy Cross Church
Saturday:	5:00 p.m. Holy Cross Church
1 <sup>st</sup> Friday:	8:00 a.m. Holy Cross Church
Other Fridays	10:00 a.m. Nursing Home
Thursday:	5:00 p.m. Holy Cross Church
Tues & Wed.:	8:00 a.m. Holy Cross Church
Confessions:	4:00 p.m. to 4:45 p.m. Saturdays or by appointment

## HOLY DAYS OF OBLIGATION

All Catholics are obligated to attend Mass on Sundays and **Holy Days** ✕ **of Obligation** unless otherwise designated by the Bishop of their diocese. The Holy Days of Obligation in the United States are listed in bold:

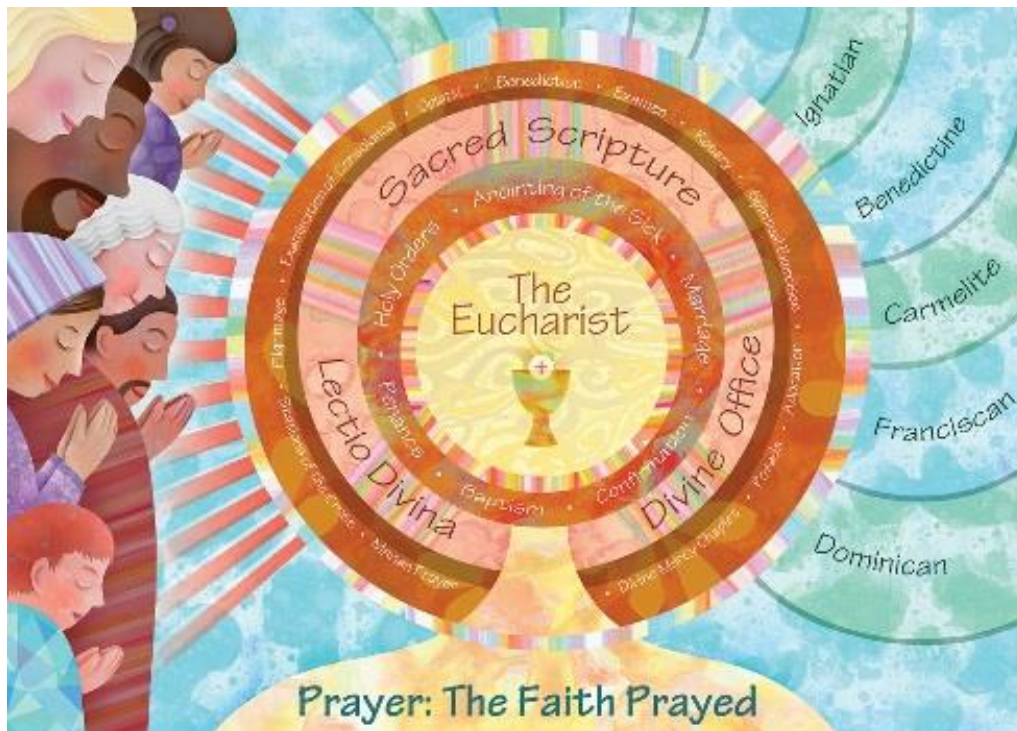
✕ <b>Nov 1</b>	<b>All Saints Day</b>
Nov 2	All Souls Day
✕ <b>Dec 8</b>	<b>Mary's Immaculate Conception</b>
Dec 12	Feast of Our Lady of Guadalupe
✕ <b>Dec 25</b>	<b>Christmas Day</b>
✕ <b>Jan 1</b>	<b>Mary, Mother of God</b>
Feb 14	Ash Wednesday
Mar 30	Good Friday
Apr 1	Easter Sunday
✕ <b>Aug 15</b>	<b>Assumption of the Blessed Virgin Mary</b>

## Prayer for the start of New Year

O God, we long to know you, but the busyness of life often gets in the way.

Help us to recognize the ordinary, daily ways that our family can learn about you and grow closer to you.

We know that you are with us, leading us and guiding us on our way. – Amen.



AUGUST 2017						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	✠	16	17	18	SE
20	21	22	23	24	25	26
27	28	29	30	31		
15	✠ Assumption of the Blessed Virgin					
19	Safe Environment  NEW Volunteers					
27	Registration and Orientation.					
30	First Days of Religious Ed Classes					
NOVEMBER 2017						
S	M	T	W	TH	F	S
			✠	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
1	✠ All Saints Day					
22	Thanksgiving Holiday –Thanksgiving 23 <sup>rd</sup>					
26	Thanksgiving Holiday					
FEBRUARY 2018						
S	M	T	W	TH	F	S
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4	5	6	7	8	9	10
11	12	13	♥	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
4	Diocese Confirmation Retreat					
10	& 11 – Confirmation Bake Sale					
14	Ash Wednesday					
17	Confirmation Retreat -tentative					
23	Way of the Cross: Confirmation					
MAY 2018						
S	M	T	W	TH	F	S
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6	7	8	9	10	11	12
13	14	15	△	17	18	19
20	21	22	23	24	☎	26
27	28	29	30	31		
6	Blessing of the Stoles					
9	Confirmation Retreat: Holy Cross					
13	Mother's Day & May Crowning					
16	Practice for Confirmation w/ Sponsors					
19	Senior Mass					
20	Confirmation with Bishop Cahill					
26	Teacher Appreciation Banquet					

SEPTEMBER 2017						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
6	Holy Cross Feast – Hall Clean-up					
9	Holy Cross Feast Preparations					
10	HOLY CROSS FEAST					
13	Holy Cross Feast Clean- up					
17	Catechetical Sunday					
DECEMBER 2017						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	✠	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
8	✠ Mary's Immaculate Conception					
25	Christmas Day (Advent begins on 3 <sup>rd</sup> )					
18	Christmas Holiday (resume Jan. 3)					
MARCH 2018						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
23	Way of the Cross: Communion					
11	Spring break					
26	Holy Week					
MASS SCHEDULE – Please check the bulletin for updates.						
Sat	4:30 Confessions			Sunday	8:00 am Bilingual Mass at San Luis	
	5:00 Mass at Holy Cross				9:30 am Mass at Holy Cross	
Mon	No Mass			First Fri	8:00 am Mass at Holy Cross	
Tue	8:00 am Mass at Holy Cross			Fri	10:00 am Nursing Home	
Wed	8:00 am Mass at Holy Cross					
Thurs	5:00 pm Mass/RCIA at Holy Cross					

OCTOBER 2017						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
SE	16	17	SE	19	20	21
22	23	24	25	26	27	28
29	30	31				
15	SE Parent & Student Workshop					
18	Canned food Drive Kickoff - ends 11/13					
18	SE Parent & Student Workshop					
28	Cemetery Clean Up					
29	Diocesan Youth Spectacular-Retreat					
JANUARY 2018						
S	M	T	W	TH	F	S
	✠	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
1	✠ Mary, Mother of God					
14	Diocese Confirmation Retreat					
20	Confirmation Retreat - Tentative					
APRIL 2018						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
△						
1	Easter –No Classes during Holy Week					
8	Divine Mercy Sunday					
21	First Reconciliation					
29	San Luis Jamaica					
29	First Communion – Final class day					

✠

**Holy Cross Roman Catholic Church**  
and the Missions of San Luis & St. Ann

**holycrossyorktown.net**

to access formed.org use code **C637QG**

361-564-2893 – Fax:361-564-9315  
holycross1214@sbcglobal.net

CALENDAR CODES	
✠	Holy Days of Obligation
△	Final Class Days: 4/29 & 5/16 (May 16: Confirmation Practice)
SE	Safe Environment Training
All event dates are subject to change without notice. Just sayin'	

## SACRAMENTAL PREPARATION

### BAPTISM:

If your student **HAS NOT** been baptized, please contact Father Roger to schedule your baptism class.

If your student **has** been Baptized, but was **not** baptized at Holy Cross, San Luis or St. Ann, a certified copy of his|her Birth Certificate **and** a copy of the Baptismal Certificate must be submitted to the Parish Office prior to the student's reception of the Sacraments.

### FIRST RECONCILIATION AND FIRST HOLY COMMUNION:

The second graders will prepare for two Sacraments: First Reconciliation and First Holy Communion. These Sacraments will be celebrated during the second semester of classes. Parents|Guardians will be informed of special dates and events specific to these sacraments as the year progresses. Dates below are tentative and are subject to change.

Reconciliation: April 21, 2018

First Communion: April 29, 2018

### CONFIRMATION:

Candidates will complete a 2-year formation program during which time he/she will be obligated to accumulate service projects and attend spiritual retreats. Parents|Guardians will attend an orientation meeting at the beginning of the school year to receive an overview of the 2-year program. In addition, supplementary communications and materials will be distributed as the need arises. If at any time, you have questions, concerns or feedback, and/or if you would like additional information or resources, please do not hesitate to contact Father Roger or the Confirmation Program coordinators listed in the **Confirmation Parent Handbook**

Blessing of the Stoles: May 6, 2018

Confirmation: May 20, 2018

### CONFIRMATION RETREATS:

Confirmation I and II students attend three (3) retreats per year and will have the option of which retreats they will attend. Holy Cross will sponsor at least one retreat for our parish, and the Victoria Diocese will sponsor three retreats. The dates and times of the diocesan retreats will be published as soon as that information becomes available.

<b>Date</b>	<b>Retreat   Sponsored by</b>	<b>Location</b>
Oct 29	Youth Spectacular   Bringing Reverence Back	The Cathedral Center, Victoria, TX
Jan 14	Victoria Diocesan Retreat	Sacred Heart Parish   Hallettsville, TX
Jan 20	Holy Cross Parish Retreat - Tentative	Yorktown, TX
Feb 4	Victoria Diocesan Retreat	Our Lady of Victory School Campus   VCT
May 9	Holy Cross Parish Retreat - Tentative	Yorktown, TX
July 2018	Teen ACTS   Holy Family	Spiritual Renewal Center   Victoria

*NOTE: Transportation to and from any and all required retreats will be the complete and total responsibility of the parent or guardian. Holy Cross will not be responsible for transporting volunteers or students due to new policy and procedures in effect by the Catholic Diocese of Victoria. Please see the new Transportation Policy and Procedures found on **page 9**.*

### MANDATORY RETREAT FORMATION TRAINING FOR CATECHISTS AND VOLUNTEERS

The Retreat Formation/Policy and Procedure Training has been mandated by the Diocese of Victoria. This two-hour training is required for all adults, young adults, and youth that are staffing or in leadership positions on any retreat involving our young people. (Example of retreats include Teen ACTS, Confirmation retreats, summer retreats, Steubenville Conference, etc.) More information will be provided when training classes are scheduled.

## EXPECTATIONS FOR PARENTS AND GUARDIANS

- Ensure that their student attends class regularly and on time.
- Communicate any special needs or circumstances that may affect their students in the classroom.
- Notify the parish office of changes of address and/or phone numbers,
- Be an active part of their student’s learning and be involved in the classroom by striving to:
  - Attend Mass weekly and make daily prayer a part of your home
  - Assist students with required prayers, test reviews and volunteer service hours
  - Attend any parent class that is required as part of a Sacrament and/or attend any required sessions in the Safe Environment program
  - Share your own faith with your child as often as possible

## EXPECTATIONS FOR STUDENTS:

- Behave in a Christian manner at all times, showing respect and being cooperative with adults and other students.
- **Dress appropriately for classes and all Church sponsored events.**
- Actively participate in classroom activities and discussions.
- Attend class weekly, complete all homework assignments and attend all required sessions in the Safe Environment program.
- Show respect for others and others property at all times.
- Do not use or possess tobacco or tobacco products. Do not use or possess alcohol or illegal drugs. Do not use or possess any weapons, knives or firearms. This includes attendance at class or retreats, on or off campus.

**Failure to comply with these rules will result in expulsion from the program and *persons who violate policies governed by law WILL BE reported to the authorities.* Please note that the discipline plan is included in this handbook on page 13.**

## EXPECTATIONS OF CATECHISTS:

- Be a Christian role model, by providing a loving atmosphere within the learning environment so that every student feels accepted and safe
- Prepare and teach the designated curriculum
- Communicate regularly with and involve parents in the faith development of their students
- Attend teacher meetings, trainings and all required sessions in the Safe Environment program and to strictly follow the *Code of Conduct* as stated
- Keep confidential all student information and concerns

## VOLUNTEERS PARTICIPATION IS WELCOME!

Changes to the Diocese of Victoria policy for classroom Adult|Student ratios are as follows:

Jr. High & Younger:	1-12 students:	2 adults	13-18 students:	3 adults	18-24 students:	4 adults
High School:	1-16 students:	2 adults	17-24 students:	3 adults		

*We are also required to provide 2 additional volunteers as hall monitors during all religious education sessions. **Please consider volunteering.*** Volunteering may include clerical help, catechists, hall monitors, classroom aide or chaperone, etc. Some jobs are weekly, some are occasional, but ***all are greatly appreciated!!!***

## HOW TO VOLUNTEER:

1. Visit [www.victoriadiocese.org](http://www.victoriadiocese.org) and click on the “NEW VOLUNTEER” tab.  
Follow online instructions to fill out the application.
2. Register and attend a Safe Environment workshop within 90 days of filing the online application.  
Workshops are held throughout the year in the diocese, and at Holy Cross as required.
3. Contact the Parish Office at 564-2893 if you have any questions or need help to apply online.



## THE SAFE ENVIRONMENT PROGRAM

All children have the right to be safe and protected from harm in any and all environments. The Catholic Diocese of Victoria is dedicated to ensuring the protection of all children|youth. As part of the Safe Environment Program, every adult volunteer working with children at any time is required to take the Safe Environment program training classes and have a clear background check. No adult is allowed to work with students in any form without this program being completed within 90 days of the beginning of volunteering or employment. Please check with the parish office if you are interested in attending a Safe Environment Training Class. Only re-certification is available online for current employees or volunteers. Parents|Guardians are welcome to visit the classroom at any time but they may not be left alone with or interact with the students without this training protection.

Unfortunately many young people have experienced the trauma of physical abuse and neglect and/or sexual abuse. Catechists may learn of such abuse from a young person or see the signs of such abuse due to regular contact. When we learn of such situations, we have a moral and legal obligation to take action.

***Texas state law states in Section 34.01 of the Family Code:***

*A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall report in accordance with Section 34.02 of this code.*

### CONTACT CIVIL AUTHORITIES:

Any case of abuse or suspected abuse should be reported to civil authorities.

Contact the local or state law enforcement agencies or the Texas Department of Protective and Regulatory Services:

**1 800-252-5400 – If a person is in immediate danger call 911.**

If you have any questions about whether or not you should report a suspected case of abuse or neglect please call the hotline. They can advise you on whether the signs you have observed are abuse.

### IF CHURCH PERSONNEL IS INVOLVED:

In the event the suspected abuser is a priest, deacon or member of the religious community, or a layperson either employed by or in volunteer service of the Diocese of Victoria, you must follow the steps outlined in the Diocesan Policy. Copies of this policy are available at the Holy Cross Rectory Office and at the Activity Center:

1. Contact Civil Authorities: 911 (immediate danger) or 1-800-252-5400
2. Contact the bishop or the chancellor at the Diocese of Victoria 361-573-0828  
Or the coordinators of Pastoral Outreach  
Rev. Gary Janak: 361-575-4741  
Sister Emilie Eilers: 361-575-7111
3. Written allegations may be sent to: Office of the Bishop –Diocese of Victoria  
P.O. Box 4070, Victoria, Texas 77903  
Marked: *"Personal and Confidential"*

The Victoria Diocese also requires children enrolled in the Holy Cross Religious Education program and their parents to attend training sessions in the Safe Environment Program. These training sessions are held during the school year and listed in the Holy Cross Religious Education Schedule. This catechesis helps children|youth and parents|guardians with basic safety skills, recognition of dangerous and abusive situations, and the ability for children|youth to identify trusting adults with whom to speak. It is important that everyone be present at the scheduled training sessions. Holy Cross parish is required to report attendance for these training sessions and your compliance is appreciated. Sessions will be listed in the weekly church bulletin as well as on the Religious Education Schedule.

***Parents will be expected to attend and comply with all Safe Environment Requirements required by the diocese.***

## DIOCESE OF VICTORIA TRANSPORTATION POLICY

The following policies apply to all drivers, whether employed or in a volunteer capacity who are transporting young people or adults or whose regular duties require the driving of motor vehicles in the Diocese of Victoria. Any discretionary items in the policy will be decided by the Diocesan Transportation Committee (DTC). A designated driver/transportation individual will be designated for each parish/school for record keeping purposes. An alternate must also be designated in case of absence or illness or original designee. The names of these individuals should be provided to the Diocesan Business Office on or before July 1, 2011. Changes to record keeping designees must be submitted immediately.

1. Drivers must be 25 or older.
2. Drivers must have completed the appropriate Safe Environment requirements of the Diocese of Victoria and be approved to drive.
3. Drivers must have a valid Texas driver's license. Drivers having licenses from other states or government entities must be approved by the DTC in order to be utilized.
4. Drivers must have completed a Motor Vehicles Records check for all states where one has resided for the past 5 years. One must be approved to be utilized as a driver by the Diocese of Victoria and the parish/school where one is transporting young people/adults/or property.
5. Driver's approval is at the discretion of DTC or the Bishop of the Diocese. The following minimum standards for unacceptable drivers include but are not limited to drivers who in the past seven years have one or more of these serious violations: Driving under the influence of alcohol or drugs; Hit and Run; Failure to report an accident; Negligent homicide arising out of the use of a motor vehicle; Operating during a period of suspension or revocation; Using a motor vehicle for commission of a felony; Operating a motor vehicle without owner's authority (grand theft). Permitting an unlicensed person to drive; Speed Contest; Sexual misconduct. A motor vehicle record check will be performed every three years. Drivers are required to notify the parish/school if there is any change (i.e., moving violations) during the three year period.
6. Drivers must have proof of insurance on the vehicle they are driving that has a minimum liability limit of \$100,000 per individual/\$300,000 per accident/50,000 property damage.
7. A Driver Information Form must be kept on file at the parish/school for all vehicles. Catholic Mutual, a member of the DTC or other persons designated by the DTC, will make inspection of these files on periodic bases.
8. A Driver Acknowledgement Form must be kept on file for all drivers, and be updated and renewed (signed and dated) annually.
9. All occupants of the vehicles must wear Seatbelts. In vehicles, such as buses, that are not equipped with seat belts, all must remain seated while the vehicle is in motion. Vehicles smaller than an 11-passenger vehicle must be equipped with functioning seat belts.
10. The vehicle must have a valid and current registration and valid and current license plates.
11. All drivers are required to obey posted maximum and minimum speed limits. During periods of heavy traffic, inclement weather, low visibility, or other poor driving conditions, speed must be adjusted so that accidents will be avoided.
12. Drivers must be in good health and be physically capable of driving safely. If one is taking medication that impairs judgment, suffering from extreme fatigue, or impaired in any manner, one must refrain from driving.
13. Eleven to fifteen passenger vans MAY NOT be used to transport young people or adults.
14. Drivers must refrain from talking/communicating on any handheld or hands free device while driving young people or adults.
15. Young people or vulnerable adults should never be left unattended in a vehicle.
16. Young people/vulnerable adults who have a medical condition that is likely to require additional support/medication must travel in the same vehicle with a parent or staff member who is trained in administering support/medication.
17. Drivers must comply with driver's license restrictions, if applicable.
18. All state laws should be followed when fueling a vehicle.
19. Employees who drive a diocesan/parish vehicle or their own vehicle, as part of their employment, must complete a defensive driving course upon employments and thereafter every three years. Documentation or satisfactory completion of defensive driving course will be submitted to the parish/school designee and retained at the parish/school. Defensive driving may be obtained online through Catholic Mutual (note link will be provided in final publication) Certificate of completion must be submitted 10 days before being utilized as a driver.

## **ADDITIONAL GUIDELINES WHEN TRANSPORTING YOUNG PEOPLE**

Two adults who are in compliance with the requirements of the safe environment policy of the Diocese of Victoria must be present at all times in vehicles that are transporting young people.

1. Use of cell phones or other handheld devices are prohibited by the driver.
2. Young people shorter than 4 feet 9 inches or less than 100 pounds must ride in a car seat or booster seat.

## **ADDITIONAL GUIDELINES FOR BUSES**

1. Driver must have a CDL Class B license with a passenger endorsement and a copy of such must be on file in the parish/school office.
2. Driver must be certified in school bus safety. Continuing education in school bus safety is required in accord with the recommendations of the Texas Department of Public Safety.
3. Driver may be subject to random drug testing.
4. Driver may not use a cell phone or other handheld device.
5. When utilizing drivers from a school district or charter bus company: These drivers are not required to attend the diocesan mandated safe environment training, but the required ratios of safe environment compliant adults must be on the bus when transporting young people.
6. A minimum of two adults who have completed all of the requirements of the safe environment policy of the Diocese of Victoria must be present at all times in vehicles that are transporting young people.
7. Additionally there must be a ratio of 1 safe environment compliant adult for every 10 young people on a bus. The bus driver is not to be included in this ratio, as his/her job is to drive and not to chaperone the young people on the bus.

## **DIOCESE OF VICTORIA CODE OF CONDUCT**

*A signed copy must be submitted by all personnel and volunteers*

Our children are the most important gifts God has entrusted to us. As someone working in the ministry of Religious Education for the parishes of Holy Cross and the missions of San Luis and St. Ann, I promise to strictly follow the rules and guidelines in the *Code of Conduct* as a condition of my providing services to the children and youth of our parish.

### **I WILL:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where I am alone with children|youth at church activities
- Use positive reinforcement rather than criticism, competition, or comparison when working with children|youth.
- Refuse to accept expensive gifts from children|youth or their parents|guardians without written permission of the pastor.
- Refrain from giving expensive gifts from children|youth without prior written approval from the parents|guardians.
- Report suspected abuse to the pastor and the **Texas Department of Protective and Regulatory Services at 1-800-252-5400.**
- I understand that failure to report suspected abuse to civil authorities is, according to the law a misdemeanor.
- Cooperate fully in any investigation of abuse or children|youth.

### **I WILL NOT:**

- Use, possess or be under the influence of alcohol at any time while volunteering
- Use, possess or be under the influence of illegal drugs at any time
- Pose any health risk to the children|youth (i.e., fevers, contagious illness)
- Strike, spank, shake or slap any child|youth for any reason
- Humiliate, ridicule, threaten or degrade any person, adult|child|youth
- Touch a child|youth in a sexual or inappropriate manner
- Use any discipline that frightens or humiliates children|youth
- Use profanity in the presence of children|youth

Each person working in the Holy Cross Religious Education program will be subject to a background check including criminal history. Each person understands that any action inconsistent with the *Code of Conduct* or failure to take action mandated by this *Code of Conduct* may result in his or her removal from this ministry.

## **CATECHISTS, AIDES AND CHAPERONES|HALL MONITORS**

All teachers, aides and helpers are volunteers and deserve, and will get the utmost respect from everyone involved. They give countless hours preparing for their classes and attending training sessions. They show up every week to share their love of God with your children. The entire Religious Education program could not exist without their dedication to the faith development of the children in our parish. **Parents|Guardians are needed and urged to volunteer in the program.** If you are interested please contact the parish office. Dedication to your faith and a love for children|youth are the key characteristics of those who seek to work in this ministry... *everything else can be taught.* Please, prayerfully consider being involved.

All information about your child|youth will remain confidential. Please let the catechist or the parish office know if you have a student that may need modified work or other accommodations. We are here to assist you, the parents|guardians with the students' faith development, as Parents|Guardians are the first and best catechists of the faith.

If a problem arises with a catechist, please seek to solve it by meeting with them privately. If you still have a concern please contact Father Roger Hawes at the parish office and every attempt will be made to work with you for the good of the student.

## **ATTENDANCE**

All Religious Education classes are held in the Holy Cross Activity Center.

<b>Pre-K and K-5th Grade</b>	Sunday, after 10:40 am Mass to 11:45 am (please escort your children to class to ensure teachers are present before leaving)
<b>Grades 6-10</b>	Wednesday 6:30 to 8:00 pm
<b>Grades 11-12</b>	To be determined

Students are expected to attend all scheduled classes. It is important that your student(s) attend classes regularly and consistently; even with make-up work a student who misses a lot of classes will be at a disadvantage. Attendance is recorded each time class meets. All attendance records are kept in the students permanent records on file in the parish office at the completion of the year.

If you know in advance that your student will be absent, please inform the students' catechist or the parish office the week prior to the absence. If your child will be missing some classes on a regular basis (i.e. shared custody) contact the parish office or your students' catechist so your situation can be addressed.

## **ARRIVAL AND DEPARTURE OF STUDENTS**

Before dropping off your child, make sure teacher/aides are there, because there are times when mass runs over and we don't want children left unattended. All students should be picked up promptly to ensure their safety but, also, to be respectful of the catechists. Always remember to value and appreciate the generous time every catechist volunteers towards the success of the Holy Cross Religious Education program. Transportation to and from all classes and events|retreats sponsored by the Victoria Diocese and/or Holy Cross Church will be the responsibility of the parents|guardian.

## **STUDENT ILLNESS**

In case of student illness or similar emergency, the catechist will notify the parent|guardian and make arrangements for the student to be picked-up immediately. For this reason it is important that we have a working number where you can be reached when your child|youth is in class. When a parent|guardian cannot be contacted, the person listed as your 'emergency contact' will be notified. Please let us know promptly if you have a change in telephone number or if your emergency contact has changed.

## **HEALTH CONCERNS AND MEDICATION**

The policy of the Holy Cross Religious Education program is for no catechist or other personnel in the program to administer medication to a student. However, in cases of great need, medication will be distributed with the signed permission of the parent|guardian of the student. If your child|youth is on medication that makes him/her extremely sleepy or has other side effects please let the catechist or aide know in advance. If the student is on medication for hyperactivity, please make sure that his/her medication is in effect during religious education time. Health concerns should be brought to the attention of the Catechist and Director of Religious Education during registration and updated as the need arises. As a matter of policy, please do not allow your child|youth to bring either prescription or non-prescription medication on campus. Please let us know if your student has an allergy to any food items. Both catechist and parish office should know of any medical condition that might warrant a need for extra caution or supervision. All information will remain confidential.

## 2017-2018 CURRICULUM

### Formed.org | FREE for all families!!!

Visit the site and enroll with **Code C637QC**. Set up your username and password and you are ready to go! Family oriented movies, E-books and audio to enhance your spiritual life. Perfect for the entire family and available on any device.

### God Made Everything:

**Pre-K and Toddler Books: \$15.25 ea. | Teacher Manuals: \$46.95 ea.**

A comprehensive early childhood program designed to nurture and enrich the faith and spiritual lives of children ages three, four, and five. Each developmentally appropriate curriculum is carefully planned so that, at completion, the children are ready to continue their faith journey into first grade and beyond. The *God Made Everything* series has been found to be in conformity with the *Catechism of the Catholic Church* by the Ad Hoc Committee to Oversee the Use of the Catechism. Helping 4-year olds learn that God made living things, including people, holy things, the earth and other wonderful surprises. A unique aspect of God's creation is the main focus of each chapter. *Age 3:* Each Child's Book contains a bound pack of 80 durable activity and supplementary lesson cards. The oversized cards are perfect for little hands. Through this curriculum, three-year-olds understand that God created them and made them good, happy, active, and special. The children's own abilities serve as the central springboard for each chapter. Free Family Activity Book with each Child's Book purchased.

### Finding God

**Grades 1-6 Student books: \$17.55 ea. | Teacher Manuals: \$46.95 ea.**

*Finding God* is a faith formation program for grades 1-6 that fosters a lifelong relationship with God by engaging children in the full and authentic teachings of the Catholic Church. Catechists and teachers are supported every step of the way as they lead children through Scripture, doctrine, Church Tradition, and prayer to build a strong foundation of faith. Through active-learning strategies that serve a variety of learning styles, children participate, learn, and grow in knowledge, in faith, and in discipleship. Resources designed by parents and for parents offer practical suggestions on how to integrate faith into everyday life, calling families to "go in faith" and bear Christ to others in their community and in the world. *Finding God* has been found to be in conformity with the Catechism of the Catholic Church. New! Catholic Art Easel explores faith through artwork and prayer.

### Christ our Life Series

**Grades 1-8 Student books: \$15.20 ea. | Teacher Manuals: \$49.95 ea.**

The *Christ Our Life* 2016 edition Student Book emphasizes that our lives are centered on Jesus Christ, teaching children how to live out their faith in daily life and in communion with the Church. Through Scripture, doctrine, and prayer, children are guided into a deeper personal relationship with Christ. The Student Book has the same rock-solid content as always, but with an updated look and innovative new features that reinforce learning and answers the call to New Evangelization. The same Student Book serves parish religious-education classes and Catholic schools. A copy of *Catholic Prayer for Catholic Families* is included with each Student Book, allowing parents the convenience of having traditional prayers and suggestions for everyday prayer in one handy book. Christ Our Life is found to be in conformity with the *Catechism of the Catholic Church*. Samples can be previewed online at [www.christourlife.com/preview](http://www.christourlife.com/preview).

### Bridges to Faith

**Grades 3-5 Student Books: \$12.25 | Leader Guide: \$25.95**

Joe Paprocki, Loyola Press presents the essentials of the Catholic Faith for children ages 8-11.

### Called to Be Catholic

**Grades 6-8 Student books: \$14.50 ea. | Leader Guide: \$29.95 ea.**

An introduction to the essentials and key teachings of the four pillars of the Catholic faith. It can be used as the first part of a two-part Confirmation preparation program or a stand-alone resource to fill in faith formation gaps. [www.loyolapress.com](http://www.loyolapress.com)

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### Other Curriculum Resources available to Catechists that may be used in lesson plans include:

**Decision Point and Y-Disciple**  
**Understanding the Sacraments**  
**Together in the Spirit**  
**Gifted with the Spirit**  
**Confirmed in the Spirit**  
**Theology of the Body**  
**Our Father's Plan**

Student Books: \$12.90 | Leader Guides: \$20.73  
by Father Lawrence Mick  
Companion for prayer, reflection and personal growth  
Six week component for sacramental preparation.  
Student Books: \$15.95 | Teacher Manuals: \$29.95  
Written by Pope John Paul II | Student Books \$11.21ea.  
Ignatius Press, a Catholic Bible study of Salvation History. Student Books \$11.01 ea.

## ADDITIONAL RESOURCES

The Diocese of Victoria has a wonderful website available online; [www.victoriadiocese.org](http://www.victoriadiocese.org) offers all parish families access to current events, training opportunities, and a library and media center as well as daily spiritual reflections through scripture readings. Visit their site or call 361-573-0828 for more information. You can also visit [www.usccb.org](http://www.usccb.org) for more information and links to free apps for your phone or iPad.

## COMMUNICATIONS

Cell phones and tablets may be brought on campus, but they must be silenced before class time and/or collected before class to minimize distractions. If any device sounds during class time, the device will be brought to the catechist and will be returned to the student after class.

If for some reason, you need to reach your student during class, call the parish office and arrangements will be made to contact your student immediately. Students will always be permitted to return a call to their parents.

Parents|Guardians will be kept informed of upcoming events during the school year through newsletters and memo's and notes from the student's catechist. Catechists also send home reports and tests; please check with your student(s) weekly.

## DISCIPLINE AND PROBLEM SITUATIONS

All students are expected to share in the faith learning experiences of the Holy Cross Religious Education program. The behavior of students should reflect respect. Each student has a responsibility to his/her fellow students and the catechists and staff to create and maintain a Christian atmosphere.

The principles are respect others, and their belongings; Respect all parish|school property. Be prepared to learn by being prepared for class; Share your faith; Do your own work; Show appropriate behavior in the classroom and hallway; be mindful that the Church is a sacred place and it is to be treated as such.

Parents|Guardians are the resource for help with a behavioral need. The catechist and Pastor will seek the parents|guardian suggestions as to the cause of inappropriate behavior. This collaboration will result in positive approaches to working with and/or ending the behavior. If a student's behavior disrupts the learning process for himself/herself or for others, the steps listed will be followed to ensure that class participation may continue. Behavior appropriate for the Holy Cross Religious Education classroom is equivalent to that extended in the school setting. Catechists will use positive discipline methods when needed to reinforce those expectations. The Holy Cross Religious Education program discipline procedure is based on rules and consequences. There are few rules but they must be enforced clearly, concisely and consistently.

## CONSEQUENCES OF ACTIONS OF STUDENTS

- At the first incident the student will be reminded of expected behavior and the consequences of misbehavior
- After the second incident, the student will be sent to the pastor about appropriate behavior and possible solutions to the problem. A disciplinary letter, written by the student explaining his/her fault is mailed to the parents on the next business day.
- After returning to class if there are repeated problems the students' parent|guardian will be called.
- Severe problems or ongoing problems may result in the dismissal from the program, or parent|guardian attendance may be required to continue in class.
- **Any student caught with illegal substances (i.e., drugs or alcohol, etc.) will be turned over to legal authorities.**

## REPORTS AND TESTING

Standardized pre- and post-tests are given to all students in grades 1-5. Catechists also give chapter reviews and finals in all grades. You will be sent reports letting you know the progress of your students. If, at any time, you have questions please check with the parish office.

## **EMERGENCY CLASS CANCELLATION**

If local schools are closed due to an emergency situation, Holy Cross Religious Education classes will be cancelled. If there is a weather concern, classes may be cancelled. If there is a severe weather emergency before students arrive at religious education, classes will be cancelled. If the weather emergency arises after classes begin, the parent|guardian may pick up their student(s) early. All students will be moved to downstairs in the Activity Center and the parent|guardian will pick them up from there.

## **FIRE SAFETY AND DISASTER PREPARATION**

Fire drills will be conducted in accordance with the local fire department. Each catechist and classroom has an evacuation site and procedure to follow. We will conduct unannounced fire drills during the year. Plans for other natural disasters are in place and may be viewed in the parish office or you may check with your student's catechist. All students are expected to follow the catechist and adult instructions. Parents|Guardians are asked to pick up students downstairs in the event of a situation that requires early dismissal and vacating the campus. The Activity Center is located on the East side of the parking lot.

## **RIGHT TO AMEND**

This handbook is primary a means of communication. It is meant to provide you the parent|guardian, with helpful information on how we intend to go about our work. The Holy Cross Religious Education Program reserves the right to amend this handbook as necessary. Parents|Guardians will be notified, in writing, if changes are made to any procedures or information contained in this handbook.