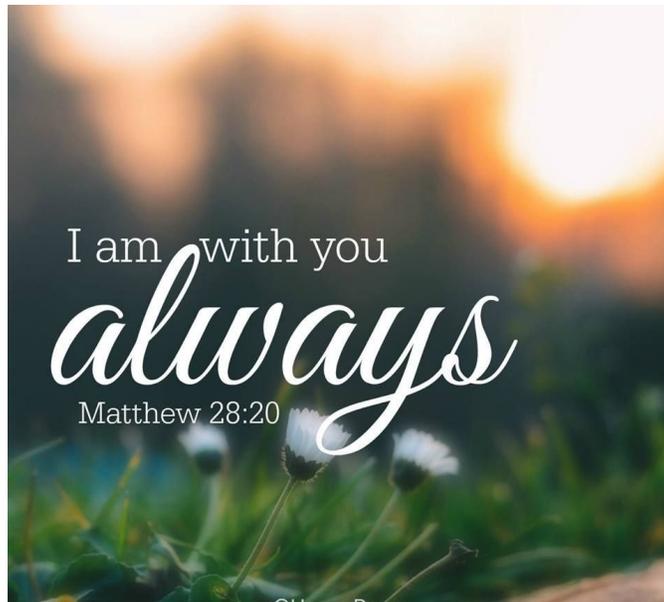
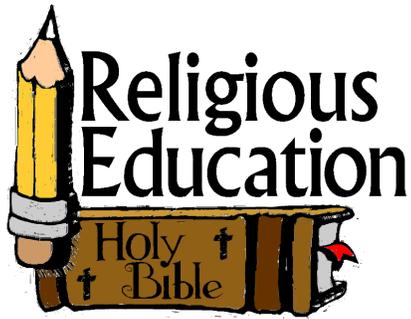


St. Ludmila
Religious Education
Program



Parent Handbook
School Year, 2020-2021



**St. Ludmila Religious Education
2107 J. St.SW
Cedar Rapids IA 52404
362.8148**

**Monica Rannals – Director of Religious Education
dbq029re@dbqarch.org**

**Sandy Tanberg – Religious Education Secretary
dbq029ffsec@dbqarch.org**

Office Hours

Tuesday through Thursday 8:30 AM to 4:00 PM

Wednesday Evening Hours

5:30 PM to 7:30 PM

Wednesday night Religious Education Classes

Kindergarten – 9th grade

5:45 PM to 7:00 PM

Mission Statement of the Educational Apostolate Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote lifelong faith formation which challenges individuals to:

- Respond to God's continuous call for conversion to Jesus Christ
- Form and be formed in Christian community life
- Grow in knowledge of faith
- Participate in liturgical celebrations and prayer
- Collaborate in the Church's mission of evangelization

Archdiocese of Dubuque Mission Statement

We the Church of the Archdiocese of Dubuque,
are God's people
gathering together as a Eucharistic community to worship,
sharing the Word of God,
affirming traditional and emerging leadership roles
and supporting families
to model Catholic faith and morality
for the next generation.

We commit ourselves
to lifelong faith formation and to the service of humanity
because we believe in the Risen Christ,
in the wisdom and kindness of God, the author of life
and in the love the Holy Spirit bestows.

Mission Statement of St. Ludmila Church

As the Catholic Church of St. Ludmila, we follow Jesus' command to "Go and Make disciples." Empowered by the Holy Spirit, nourished by prayer, the sacraments and Sacred Scripture we strive to:

- *Answer the call to lifelong conversion
- *Form each generation in the Faith
- *Welcome others to join in sharing their gifts
- *Serve our community to reveal the Kingdom of God

Mission Statement of St. Ludmila Religious Education

The St. Ludmila Religious Education program is dedicated to providing the Catholic community of Cedar Rapids with a dynamic learning environment that is rich in faith formation, Catholic doctrine, and Religious celebration.

Goals for Religious Education

The specific goals of our program are as follows:

1. To guide our young people to encounters with Christ.
2. To bring the Word of God to every young person so they will hear that God loves us and He calls us to love Him, ourselves and one another.
3. To teach the basic teachings of the Roman Catholic Church as outlined in the National Catechetical Directory which included the 10 commandments; the Beatitudes, the Laws of the Church, and the Corporal and Spiritual Works of Mercy.
4. To teach young people the basics of how to participate in the Catholic life of prayer and worship (i.e. basic prayers, daily prayers, the Mass, and the Sacraments).
5. To allow young people to feel good about their membership in the Church by our affirming their faith.
6. To motivate children at their level of development to be Christ to others.
7. To work in partnership with parents and guardians in the faith formation of their children. To provide the tools and guidance to assist them as the first teachers of the Catholic faith to their children.



Ten Areas of Catechesis

Adults:

A study of adult forms of learning is part of the planning for the adult formation programs. A variety of adult programs meets the needs of all people.

Family:

A family centered formation program provides an opportunity for the entire family to do quality sharing and eliminates pulling the family in different directions.

Young Adults:

Post high-school people often have a difficult time finding their place in the Church. Programs of peer ministry, scripture study, spirituality, social and service programs are appropriate offerings.

Adolescents:

Working with adolescents involves both catechizing and formation (social, recreational, community building, and apostolic activities).

Children of Catechetical Age:

An organized catechetical program helps all children to a greater understanding of their faith. The St. Ludmila Parish encourages parents to enroll their children in kindergarten when appropriate.

Early Childhood:

A program to provide an environment where children will develop attitudes of love and respect for themselves and others through sharing, group experiences, awareness of feelings, use of creativity, and developing language skills. These activities call forth the child's deep sense of wonder.

Persons with Disabilities:

Programs designed to meet the needs of persons with disabilities and their families flow from a welcoming parish community. Persons with special needs are included in the parish catechetical and sacramental programs at every available opportunity. Gatherings to meet special needs of individuals hosted by the Archdiocese of Dubuque, such as retreats and renewals, are encouraged. Advocacy for special needs includes accessibility to buildings, availability of programs, mentors, and inclusion in parish life and activities.

Catholic Schools:

Catholic schools provide an atmosphere where the student's faith grows and is integrated into all life experiences.

Marginalized:

Catechesis must address itself to those who are "the least of the brethren: (Matthew 25: 40-45) such as immigrants, refugees, nomads, traveling people, the chronically ill, drug addicts, prisoners, and others whose spiritual needs must be nourished and cared for.

Elderly:

The growing number of people who are elderly represents a great pastoral challenge for the Church. Catechesis of the elderly must happen within the context of the community of believers who see the elderly as valuable gifts of God to the church and society.



Below are grade level standards and prayer concepts.

Kindergarten –

Kindergarten will focus on God our creator, helping others, liturgical colors, God's blessings and spontaneous prayer. They will begin to learn the Sign of the Cross, Our Father and Hail Mary.

First Grade -

First grade gets to know God as their Father. They will focus on Bible stories and retelling in their own words. They will demonstrate their love for God by helping others and God's world. Building on the prayer concepts from the year before, they will also learn the Glory Be.

Second Grade-

Second grade is a sacramental preparation year. Students will focus on God's love and forgiveness in class and at home. They will learn about the tradition of the church and identify objects in the church. They will continue to build on the prayer concepts from prior years with the addition of Act of Contrition, Greatest Commandment and the responses at Mass.

Third Grade –

The third grade year focuses in on our Catholic Church and what being Catholic means. They will focus on the story of Jesus' life and God's grace. The additional prayer concepts this year include Prayer to the Guardian Angel, Apostles Creed Prayer of St. Francis, Gifts of the Holy Spirit and the Rosary.

Fourth Grade –

Fourth grade students will take part in liturgical roles, learn about corporal and spiritual Works of Mercy and learn how to locate passages in the Bible. The additional prayer concepts for fourth grade students include Corporal Works of Mercy, Spiritual Works of Mercy, Beatitudes and the Ten Commandments.

Fifth Grade –

This year is a special time of looking at what sacrament means to us as Catholic Christians. The seven sacraments are closely studied. Sacraments

are integral to our Catholic Faith. They will also focus on Bible stories and connecting those to their personal life. Gloria, Nicene Creed, Confiteor and Fruits of the Holy Spirit are also studied.

Sixth Grade –

Sixth grade is about the life of Jesus as fulfillment of salvation history in relationship to the Old Testament. They will focus on the importance of active participation in the liturgy to help build the Body of Christ.. The prayer concepts already introduced will continue to be developed and mastered.

Seventh Grade –

Seventh grade students will study the sacraments and how each sacrament is a sign of God’s living presence. They will focus on their personal experiences of God’s grace and identifying people who have modeled service and social justice. They will select passages from the Old and New Testament that apply to their lives and events in the world.

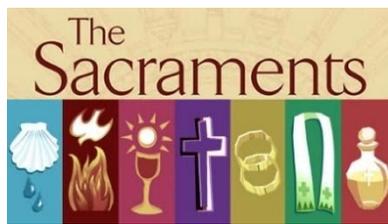
Eight and Ninth Grade –

As our young people approach adolescence; the right choice versus what the world or their peers are doing and saying becomes so much a part of their lives. Morality and what it means at this age is brought about by answering the questions “What would Jesus Do”. They will focus on the qualities and virtues of Mary and of the Saints as role models.

Tenth Grade –

The study of Confirmation takes place at this time with our Confirmation Coordinator and Youth Minister.

Eleventh and Twelfth graders are invited into the parish youth ministry activities as they grow in faith.



Archdiocesan Sacramental Guidelines/Church Documents

Sacraments:

The sacraments are efficacious signs of grace, instituted by Christ and entrusted to the Church, by which divine life is dispensed to us. The visible rites by which the sacraments are celebrated signify and make present the graces proper to each sacrament. They bear fruit in those who receive them with the required dispositions. (Catechism of the Catholic Church, #1131)

The purpose of the sacraments is to sanctify, to build up the Body of Christ and, finally, to give worship to God. Because they are signs they also instruct. They not only presuppose faith, but by words and objects they also nourish, strengthen, and express it. That is why they are called sacraments of faith. (Catechism of the Catholic Church, #1123)

Sacraments of Initiation:

The sacraments of initiation, Baptism, Confirmation, and the Eucharist, lay the foundations of every Christian life. Baptism is the beginning of new life, Confirmation strengthens the life born in Christ; and Eucharist nourishes the disciple with the Body and Blood of Christ. (Catechism of the Catholic Church, #1212, 1275)

Baptism:

Baptism is the basis of the whole Christian life, the way to life in the Spirit and the door which gives access to the other sacraments.

Catechesis for Baptism:

From the time of the apostles, becoming a Christian has been accomplished by a journey and initiation in several stages. This journey can be covered rapidly or slowly, but certain essential elements will always have to be present: proclamation of the Word, acceptance of the Gospel entailing conversion, profession of faith, Baptism itself, the outpouring of the Holy Spirit, and admission to Eucharistic communion. (Catechism of the Catholic Church, #1229) Where infant Baptism is celebrated, it has become a single act of abridging the preparatory stages of Christian initiation. An opportunity for catechesis is to be given to parents in preparation for the celebration of the sacrament.

Confirmation:

Confirmation, as a sacrament, deepens baptismal grace in us by uniting us more firmly to Christ, increasing the gifts of the Holy Spirit in us, bonding us more fully with the Church, and strengthens us by the Holy Spirit to live the faith by word and action. Like Baptism which it completes, Confirmation is given only once.

Catechesis for Confirmation:

Catechetical preparation is to lead the Christian toward a more intimate union with Christ and bonding with the Holy Spirit in order to assume the apostolic responsibilities of Christian life. Catechesis is to awaken a sense of belonging to the Church as well as the parish community. The parish/system

community has the special responsibility for the preparation of confirmands. The Confirmation Program has four phases: basic preparation, immediate preparation, celebration, and follow-up. Program planning should approach these distinct phases as an integrated whole. To receive the sacrament of Confirmation, the ordinary norm is the minimum age of 15 in the Archdiocese of Dubuque. Candidates for Confirmation are to have a sponsor. To emphasize the unity of Baptism and Confirmation as initiation sacraments, it is appropriate that this be one of the baptismal godparents. Sponsors must be at least 16 years old, already confirmed, and a practicing Catholic. The role of the sponsor is to assist in the catechetical and liturgical preparation for the sacrament, witness the celebration of the sacrament, support the candidate to fulfill the baptismal promises. (Handbook, Archdiocese of Dubuque, #2150)

Confirmation:

Confirmation, as a sacrament, deepens baptismal grace in us by uniting us more firmly to Christ, increasing the gifts of the Holy Spirit in us, bonding us more fully with the Church, and strengthens us by the Holy Spirit to live the faith by word and action. Life Baptism which it completes, Confirmation is given only once.

Catechesis for Confirmation:

Catechetical preparation is to lead the Christian toward a more intimate union with Christ and bonding with the Holy Spirit in order to assume the apostolic responsibilities of Christian life. Catechesis is to awaken a sense of belonging to the Church as well as the parish community. The parish/system community has the special responsibility for the preparation of confirmands. The Confirmation Program has four phases: basic preparation, immediate preparation, celebration, and follow-up. Program planning should approach these distinct phases as an integrated whole. To receive the sacrament of Confirmation, the ordinary norm is the minimum age of 15 in the Archdiocese of Dubuque. Candidates for Confirmation are to have a sponsor. To emphasize the unity of Baptism and Confirmation as initiation sacraments, it is appropriate that this be one of the baptismal godparents. Sponsors must be at least 16 years old, already confirmed, and a practicing Catholic. The role of the sponsor is to assist in the catechetical and liturgical preparation for the sacrament, witness the celebration of the sacrament, support the candidate to fulfill the baptismal promises. (Handbook, Archdiocese of Dubuque, #2150)

Holy Eucharist:

The Holy Eucharist completes Christian initiation. The Eucharist is the efficacious sign and sublime cause of communion in the divine life and the unity of the People of God as Church. It is the culmination of the act of God sanctifying the world in Christ and of the worship offered to Christ and through him to the Father in the Holy Spirit. (Catechism of the Catholic Church, #1322, 1325)

Anyone who desires to receive Christ in Eucharistic communion must be in the state of grace. Anyone aware of having sinned mortally must not receive communion without receiving absolution in the sacrament of Reconciliation. (Catechism of the Catholic Church, #1415)

Catechesis for Holy Eucharist:

Children must have sufficient knowledge and careful preparation to receive the sacrament of Holy Eucharist. They are to understand the mystery of Christ according to their capacity, and receive the Body of the Lord with faith and devotion. Children must be able to distinguish the Body of Christ from

ordinary food and to receive communion reverently. (Canon 913)

It is the responsibility of parent/guardian as well as the pastor to see that children who have reached the use of reason are correctly prepared and are nourished by the divine food as early as possible, preceded by sacramental confession. (Canon 914)

Reconciliation:

In the sacrament of Reconciliation, also referred to as the sacrament of conversion, confession and penance, sins committed after Baptism are forgiven. The penitent reconciles with God in grace, reconciles with the Church, receives a penance for their sins, receives an inner peace and spiritual strength to live the Christian life. (Catechism of the Catholic Church, #1419)

Catechesis for Reconciliation:

The decision as to when the child will receive the sacrament of Reconciliation is to be made by the child and his or her parent/guardian, in consultation with the priest who knows the child and the catechist who has helped prepare the child. In all cases the rights of the child must be respected.

Catechesis for the sacrament of Reconciliation is to be separated from catechesis for the sacrament of Eucharist so that the child will come to understand Reconciliation as a distinct sacrament.

A child is to receive instruction on the sacrament of Reconciliation before his or her first Communion.

It is the uniform practice in the Archdiocese of Dubuque that sacramental confession precedes the reception of first Holy Communion. In those parishes where this is not the case, the practice should be brought into conformity with the Church's law as quickly as prudently possible. (Handbook, Archdiocese of Dubuque, #2219)

Parental Involvement in Sacramental Preparation:

Parent/guardian are to be involved in the preparation of their children for the celebration of the sacraments. Therefore, parishes/systems are to plan and implement programs following the directives of the archdiocese for the reception of the sacraments. These directives are designed to prepare and involve parent/guardian, sponsors, and the parish community in the preparation for sacraments, in particular with regard to Baptism, First Reconciliation, First Eucharist, and Confirmation.

Parent meetings/parish involvement should jointly involve individuals from all programs offered. (ABE Policy #6150.4)

A person must be a baptized member of the Catholic faith and a member of St. Ludmila Parish to be in a preparation phase for the Sacraments of Reconciliation, Eucharist, or Confirmation. Persons not baptized in the Catholic tradition must be involved in a Catechumenate process to prepare for the sacraments.

The program preparing children for the Sacraments of Baptism, Reconciliation, Eucharist and Confirmation involve parent/guardian. Parent/guardian education is aimed in assisting parents in fulfilling their roles as primary educators. It is required for parent/guardian to attend meetings for sacramental preparation if a child is to participate in the sacramental celebrations. Parish religious education is meant to enhance and assist the parent/guardian.

St. Ludmila Discipline and Attendance Policy

I. Discipline Policy

Normal discipline situations should be handled by the regular classroom catechist. For major or recurring discipline problems, a catechist may dismiss a student from the classroom in accord with the following procedures:

If a student disrupts the good order of the class he/she must talk to the DRE before being allowed to return to the class. The DRE and the student will fill out a FIRST OFFENSE DISCIPLINE SLIP stating the reason for the student being sent to the DRE and how the problem will be corrected in the future. The student will either be sent back to the classroom or remain in the office for the rest of the evening. This will be decided by the catechist and the DRE. The FIRST OFFENSE DISCIPLINE SLIP will be sent to the parent/guardian.

If a student is sent to the DRE for a second offense in a school year, he/she will remain in the office for the rest of the evening. The parent/guardian will be notified by the DRE by phone and will receive by mail, a SECOND OFFENSE DISCIPLINE SLIP stating the reason for the disciplinary action.

A third offense will mean dismissal from classes. Parent/guardian will be contacted by phone immediately to pick up the student. A follow up dismissal slip will be sent by mail.

A review of the decision for dismissal will be made only after a meeting with the student, parent/guardians, the DRE, and pastor. Return to class will require a parent/guardian to accompany the child for the next two classes. Until that review meeting, take-home lessons will be provided.

II. Attendance Policy

To ensure quality Religious Education, attendance at all classes is essential. The Faith Formation Commission believes that lack of attendance on a regular basis hinders a child from grasping the concepts appropriate for his/her grade level, and then hinders the learning process for their classmates. To ensure a strong religious education for each student, certain guidelines have been established to bring about a quality environment for faith formation in our program.

Absenteeism:

1. It is understood that due to illness or family obligations, absences from class do happen. No more than two (2) classes a semester can be missed; four (4) in a total year. Parent/guardian is expected to call prior to class-time if a child is not going to attend a scheduled session and see that make up class material is completed.

2. If more than two (2) classes are missed, parent/guardian and DRE will confer on how to make up these sessions. Students absent for more than two (2) classes per semester will face an assessment of his/her understanding of the material covered at that grade level. The student will have the opportunity to learn the missed material and must show comprehension before advancing to the next level of religious education.

B. Tardiness

Regular tardiness is a disruption to the learning environment of others.

Tardiness to class will follow these same guidelines unless the Religious Education office is informed prior to

class time as to why the student is coming to class late. The phone number to the Religious Education office is 362.8148.

Class Cancellation

In the event of severe weather, please watch your local TV station. If classes are not cancelled, but you cannot bring your child to class, please call the Religious Ed office at 362.8148. If College Community schools are closed or dismissed early due to the weather, we also will be closed.

Bullying

Bullying and/or harassment from one individual to another in the forms of physical, verbal, or emotional will not be tolerated. If a youth is bullying another, the classroom catechist will bring it to the attention of the DRE who will then speak directly with the involved youth and the parent/guardian. The Discipline Policy will be implemented, if necessary.

Cell Phones

If a youth is using a cell phone during class to make a phone call, answer a phone call, send or answer text messaging, etc., it will be taken away from them until the end of class. If there is an emergency, please contact the Religious Ed office at 362.8148 and someone of the office staff will answer your call and relay the message to your son or daughter. Cell phones should be on silent while in class.

Dress Code

Students are to refrain from wearing clothing advertising the use of drugs, alcohol, profane language, etc. Shorts shorter than mid-thigh, tube or spaghetti strap tops, and short skirts are NOT ALLOWED. Attire is expected to reflect Christian morals at all times. Hats will not be worn during class time.

Drop-off and Pick-up of Students

Drop off of students will take place at the main door. Parents may pull up and students can exit vehicles. Staff members will be outside to welcome students into the building. There will be additional staff to walk students to their classrooms.

Students in grade kindergarten through third grade will be walked to their designated pick up area outside the building at the end of the class. Students in fourth through eighth grade will be dismissed from their room to exit the building independently.

Parents/guardians are discouraged from entering the building. If you must enter, a mask is required.

Parking Lot

Please use the parking lot by the school for drop-off and pick-up of your children. All parents/guardians must follow the Parking Lot Procedure for pick up and drop off. Please refer to the map sent to you via email or on the St. Ludmila website. Please be aware of small children running between and behind vehicles. Limit your distractions while in the parking lot including the use of cell phones to protect those walking in the parking lot.

Help for Victims of Sex Abuse

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they or those in their care have been sexually abused as minors by clergy or other church personnel. This assistance will include help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to call toll free 1.800.803.6758 or 1.866.319.4536 to report an allegation or receive assistance. This program is part of the new "Policy for Protection of Minors."

Emergency Procedures - Personal Injury

In the case of an emergency involving a child/youth during Religious Education, immediate first aid will be administered and every attempt will be made to contact the parent. It is *imperative* that we have current contact information including cell phone numbers and accurate medical information on file. If the situation requires professional medical treatment before the parent can be contacted, an ambulance will be requested for transportation to a hospital.

Special Needs

Every effort will be made to provide a Religious Education program for youth with special needs. The DRE must be notified of special needs in advance of enrollment/registration so qualified catechists can be in place.

Sports, Dance Classes, Etc.

If your son or daughter has a time conflict between Religious Education classes and sport or dance classes, please speak with the DRE about the situation. We will do everything we can to accommodate you and your family.

Substance Abuse

It is the policy of St. Ludmila Parish that if a child is suspected of substance abuse (in the form of alcohol or drugs), they will be immediately removed from the classroom and the parents will be notified. The parents and student will have to meet with the DRE prior to the student being allowed to return to their class.

Weapons

The parish of St. Ludmila has and enforces a zero tolerance policy if a student is found to have a weapon. The student will be immediately removed from the classroom, the parents will be contacted and expected to meet with the DRE and pastor before the child is dismissed to the parents. The Cedar Rapids Police Department will be notified.

Health and Safety Plan

20/21 School Year

The health and safety of the students, catechists, and families from St. Ludmila Parish is of the utmost importance in planning for the 2020 - 2021 school year. As we make plans for students and catechists to return to classes in a face-to-face format, we recognize it is impossible to eliminate all exposure risks. We are instituting measures to make the learning environment as safe as possible.

General Health and Safety

- Face coverings will be required for all students, staff, volunteers and guests
- The reinforcement of proper handwashing according to CDC guidance will be provided to all students and catechists.

§ Hands should be washed with soap and water for at least 20 seconds, especially after being in a public place, blowing nose, coughing, or sneezing. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used.

§ Hand sanitizer will be available in each classroom and as you enter/exit the building.

- Space among students in classrooms during in-person instruction will be maximized as much as possible. We cannot guarantee that physical distancing can be met throughout the school at all times. When proper distancing is not able to be obtained, masks will be enforced.
- Sharing of high touch materials such as art supplies, classroom community supplies, etc. will be minimized. When individual supplies are not available, care will be taken to sanitize materials before they are used again.

Entrance/Exit Procedure

- A hand sanitizer pump will be available at the entrance to the building.
- Families will be instructed to stay in their vehicles when dropping off and picking up students from class. Children will enter through the south door, under the canopy.
- Hand sanitizer will be applied once inside the building. Students will then proceed to their classroom and remain there for the duration of the class.

- Visitors will be limited to essential purposes only before and after class. Exceptions can be made to this portion of the policy when presented in advance to the Coordinator of Faith Formation.
- Students in grades K-3rd will be walked to the exit by their catechist. Parents will pick up their student(s) outside the building at their designated locations. Students in grades 4th-9th will be dismissed from their classroom and allowed to exit and meet their parent/guardian/ride in the parking lot.

Nursing Recommendations

- Families are required to pre-screen children for illness prior to sending to class on Wednesday evenings. Students with a measured temperature of 100.4° F or higher should not attend class. Students who have symptoms of COVID-19 should not attend class.
- Families will be notified if their child is showing COVID-19 symptoms while at class. Parents will be notified and students will need to be picked up as soon as possible. When a child is sent home due to having symptoms of COVID, the school will be notified within 24 hours.
- Cloth face coverings should not be placed on anyone who:
 - o Has trouble breathing or is unconscious
 - o Is incapacitated or otherwise unable to remove the face covering without assistance
 - o Cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs

Building Disinfection

- In addition to the regularly scheduled cleaning, sanitizing, and disinfecting of the building, high-touch surfaces will be cleaned and disinfected after class including tables, doorknobs, light switches, countertops, handles, desks, toilets, faucets, and sinks.