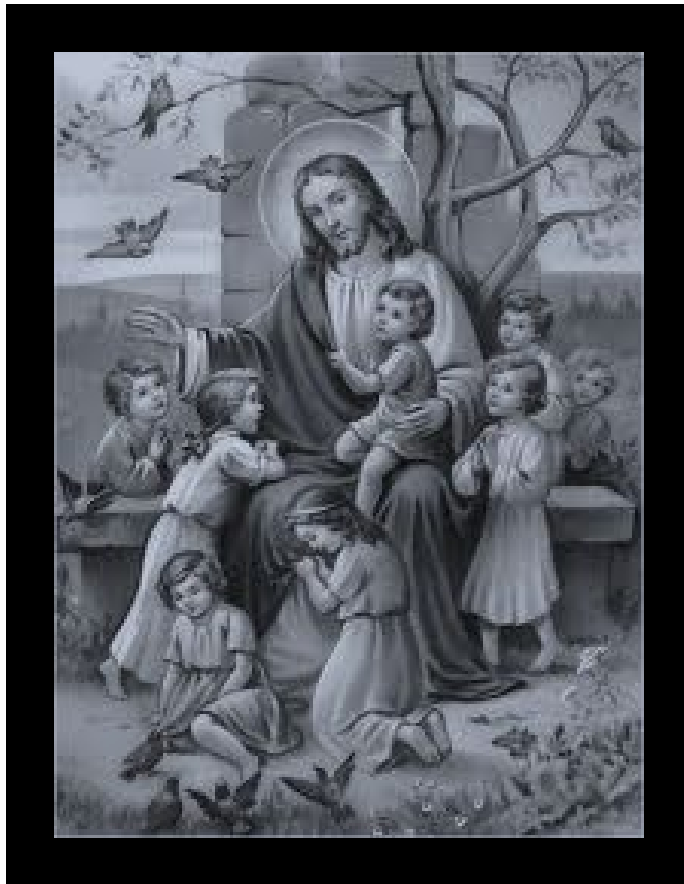


St. Joseph Parish

Faith Formation Handbook



***Please sign and return the last page

St. Joseph Parish
Faith Formation Student/Parent Handbook

Pastor: Very Rev. Matthew H. Huehlefeld J.V., V.F.

Parish Catechetical Leader (PCL): Jana Guajardo

Contact Information:

(361) 293-3518

401 Orth Street

P.O. Box 734

Yoakum, TX 77995

E-mail: faithformation@stjatholicchurch.com

Website: www.stjatholicchurch.com

Facebook page: www.facebook.com – St. Joseph Church

Table of Contents

Calendar.....	pg. 4
CCD Teachers	pg. 5
Classroom Locations.....	pg. 6
General Policies	pg. 7
First Reconciliation Preparation.....	pg. 9&10
First Communion Preparation.....	pg. 10&11
Confirmation Preparation.....	pg. 12&13
Safe Environment Information.....	pg. 14
Crisis Management Plan.....	pg. 17
Handbook Acknowledgement Page.....	pg. 26

St. Joseph Parish Faith Formation

2018-2019 Calendar

Grades K-11th Meet on Wednesdays from 6:30 P.M. until 7:30 P.M.

Grades K-11 th	Sessions	May 6	Class (May Crowning)
2019 Fall Semester			
September 4	Class		
September 11	Class(Safe Env.)		
September 18	Class		
September 25	Class		
October 2	Class (Living Rosary)		
October 9	Class		
October 16	Class		
October 23	Class		
October 30	Class		
November 6	Class		
November 13	Class		
November 20	Class		
December 4	Class (Nativity)		
2020 Spring Semester			
January 8	Class		
January 15	Class		
January 22	Class		
January 29	Class		
February 5	Class		
February 12	Class		
February 19	Class		
March 4	Class		
March 11	Class		
March 25	Class		
April 1	Class (St. of the Cross)		
April 15	Class		
April 29	Class		
			Sacrament of Confirmation – 11th Grade
			Mandatory Confirmation Retreat
			Sun., February 9, 2020
			Confirmation Practice
			Sat., May 2, 2020, 10:30 A.M.
			Confirmation
			Sat., May 2, 2020, 5:00 P.M.
			<u>Sacraments of Reconciliation and Holy Communion</u>
			First Communion Interviews
			Tues., April 14, 2020, 3:30-5:00 P.M.
			at the Pastoral Center
			First Reconciliation
			Sat., May 2, 2020, 9:00 A.M.
			Practice for First Communion
			First Communion
			Sun., May 3, 2020, 9 A.M. & 11 A.M.

Faith Formation Teachers

Office: Jana Guajardo, Joyce Klesel and Vicki Vasquez

Playground: Vicki Vasquez, Elsa Resendiz

Kindergarten: Maria Quilpas and Benita Maturino

1st Grade: Charlotte Noblett, Maria Chapa

2nd Grade: Susie Barrera, Raquel Gomez, Sheila Harrison

3rd Grade: Vanessa Falcon,

4th Grade: Diana Darilek, Elsa Resendiz

5th Grade: Paul Frerich, Suzanne Martinez

6th Grade: Dana Janssen, Mary Alice Wagner

7th Grade: Anita Pesek, Erin Menke

8th Grade: Lauren Villa, Carroll Sharp

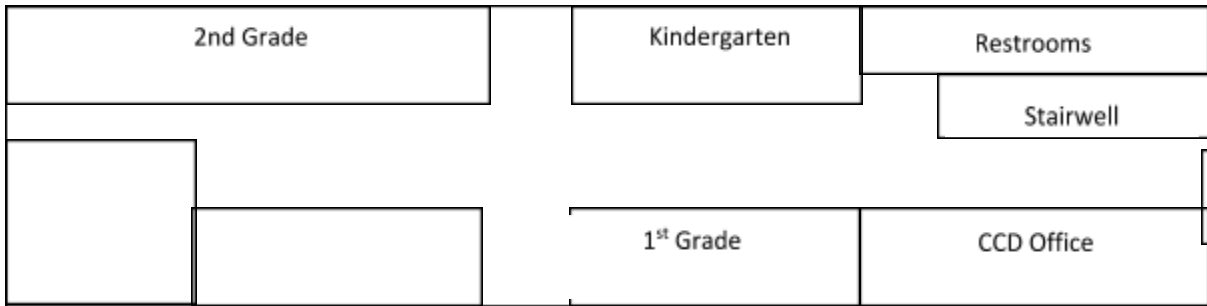
9th Grade: Sharon Janca, Diane Aschen, Shawna Knocke

10th Grade: Sylvia Nunez-Valdez, Jessica Williams, Anthony Harper

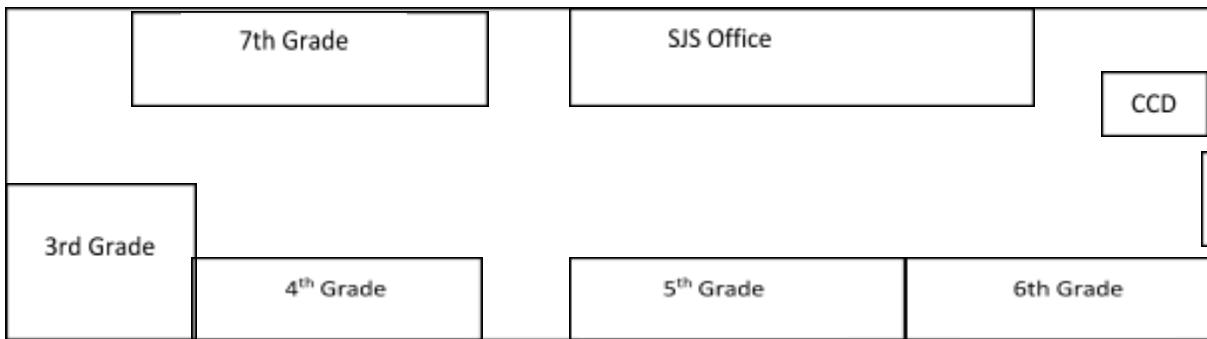
11th Grade: Weston Barton, Dylan Barton, Amy Malik

Room Locations

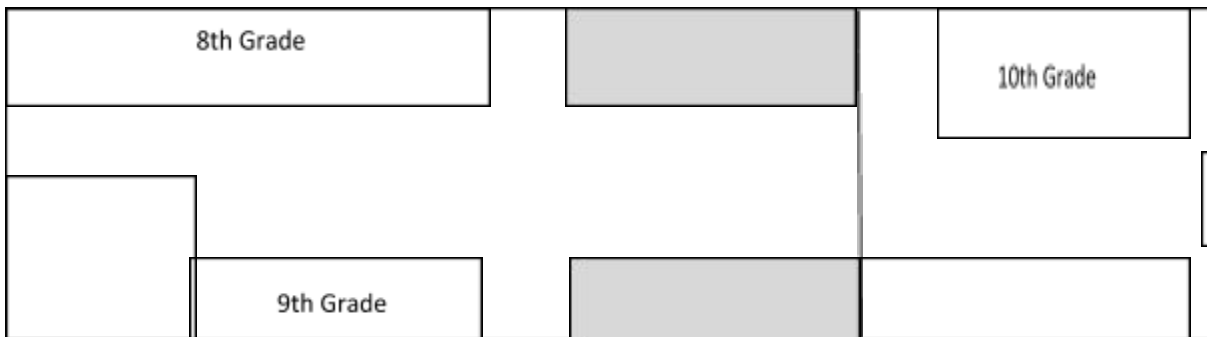
First Floor



Second Floor



Third Floor



*Confirmation class in the SJS Gym cafeteria

GENERAL POLICIES

Non-Discrimination Policy

St. Joseph Catholic Church – CCD does not discriminate on the basis of religion, sex, race, color, nationality, or ethnic origin in administration of religious education policies.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in St. Joseph Catholic Church - CCD shall on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any religious education program.

Admission

The basic purpose of St. Joseph Catholic Church - CCD is to assure that Catholic truths and values are fully integrated with the student's life and academic program. Parents should register their children only if they desire and intend to participate in the parish religious program and are willing to abide by the policies and regulations of St. Joseph Catholic Church - CCD.

A student is eligible for admission into Kindergarten, if the student has reached the age of five years on or before September 1st of the current school term. A student is eligible for admission into First Grade if the student has reached the age of six years on or before September 1st of the current school term.

Before a student's admission the following records are required:

1. Required registration paperwork
2. \$25 registration fee, per child
3. Baptismal certificate – **ONLY** for students in 2nd grade and 11th grade, receiving sacraments

Attendance

As a general guideline, any student who misses 5 or more CCD classes in a year will be dismissed from the assigned class and will no longer remain on the attendance roster.

Student Safety

The welfare and safety of the students is a primary concern of the CCD program. In order to ensure student safety, all persons coming onto the campus are to check-in at the teacher's lounge with the CCD faith formation coordinator.

All Safe Environment guidelines set by the office of the Diocese of Victoria will be followed.

Students and parents are invited to attend the second scheduled CCD class to be properly trained on grade-appropriate safe environment information, according to the training provided by the office of the Diocese of Victoria.

Discipline Policy

Discipline at St. Joseph Catholic Church - CCD is designed to encourage responsibility, as well as spiritual and moral growth. Students are informed of the rules and regulations and of the consequences for failure to abide by these rules. Teachers will post in each classroom those rules necessary for the proper conduct of their classes. Teachers have a wide range of discretion in this area. Rules may vary from teacher to teacher, except in the case of specified diocese/parish rules.

All adults performing official duties in or for the CCD program – volunteer teachers, volunteer playground and hall monitors, faith formation coordinator, etc. The pastor has properly delegated the authority exercised by any one of them, and the students must follow them. Parents are expected to support CCD officials in matters of discipline and consequences. Parents will be informed regarding their child's repetitive inappropriate behavior in classroom or non-classroom settings.

Teachers must be in complete control at all times whether inside the classroom, on the campus, or at parish sponsored activities.

Students failing to respect directives from any teacher in the system will be considered insubordinate and will be subject to disciplinary action. Students who work with any teacher in the St. Joseph Catholic Church - CCD system are to show him or her proper respect.

The pastor is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Students who are considered disruptive and sent to the CCD office:

- 1.) As a first offense, may only return to the CCD classroom with parent/guardian supervision
- 2.) As a second offense, will be dismissed from the CCD program for the remainder of the current CCD year. ***No registration reimbursement available.

If a parents behavior is found inappropriate or to be in compliance with the safe environment teachings of the office of the Diocese of Victoria, his or her students may be dismissed from the CCD program for the remainder of the current CCD year.

Sacrament of Reconciliation

First Reconciliation Preparation

As preparation for going to confession, you should spend a few moments thinking about what sins you need to tell Jesus, and ask for forgiveness. Take your time and be prepared when you enter the confessional.

After entering the confessional, kneel down.

Make the Sign of the Cross, saying, **Bless me, Father, for I have sinned. It has been...** *here mention how long it has been since the last time you went to confession, two weeks, a month, two months, whatever amount of time it has been since you last went to confession and then say...* **since my last confession and these are my sins:**

Father will now speak to you a little about some of the things you said and give you advice. He will also tell you what you must do for your penance. You do your penance when you go back into the Church after confession – But first, before you leave the confessional, Father will ask you say you Act of Contrition:

Act of Contrition

O my God, I am heartily sorry for having offended thee, and I detest all of my sins because of thy just punishments. But most of all because they have offended you, my God, who art all good and deserving of all my love. I firmly resolve, with the help of thy grace, to sin no more and to avoid the near occasion of sin. Amen.

Father will then speak the words of absolution. When he says, “and I absolve you from your sins, in the name of the Father, and of the Son, and of the Holy Spirit,” you make the sign of the Cross and say “**Amen.**”

You then may leave the confessional. Return to a pew in the Church to complete your penance.

Basic Prayers and Knowledge

Required for First Communion and First Reconciliation Students

The Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

The Lord's Prayer

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day, our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from all evil. Amen.

The Hail Mary

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now, and at the hour of our death. Amen.

The Glory Be to the Father

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now and ever shall be, world without end. Amen.

Act of Contrition

O my God, I am heartily sorry for having offended thee, and I detest all of my sins because of thy just punishments. But most of all, because they have offended thee, my God, who art all good and deserving of all my love. I firmly resolve, with the help of thy grace, to sin no

more and to avoid the near occasion of sin. Amen.

The Seven Sacraments

Baptism
Reconciliation
Holy Eucharist
Confirmation
Marriage
Holy Orders
Anointing of the Sick

The Ten Commandments

1. I am the Lord your God, you shall not have other gods besides me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Sabbath day.
4. Honor your father and mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet anything that belongs to your neighbor.

CCD First Communion Interviews

Father will be available for First Communion interviews on Tuesday, April 14, 2020, from 3:30 – 5:20 pm. **Please do NOT be late.** The interview will consist of the mandatory prayers including the Our Father, the Hail Mary, the Glory Be to the Father, and most importantly, the Act of Contrition. Also Father Matthew will visit with the students and may ask them to name a few sacraments or commandments, etc. During this interview, Father will ask which Mass each child is attending for First Communion – 9 am or 11 am.

CCD First Communion Information

- 1) First Reconciliation is May 2, 2020, beginning at 9 am. PLEASE be at the church by 8:30 am so that all students are accounted for and will be there when Father is ready to talk to them and begin.
- 2) First Communion for CCD is Sunday, May 3, 2020, at 9 am or 11 am. PLEASE arrive 30 minutes prior to the Mass you are attending so that all students are accounted for and lined up properly.
- 3) DRESS CODE!
 - GIRLS – Traditionally wear a conservative/modest dress.
 - BOYS – White button-up shirts with black or khaki slacks. Suits and ties are appreciated but not mandatory.
- 4) NO Photographer will be present at Mass. You may bring your own camera to take photos AFTER Mass. Father will be available for photos AFTER Mass only. Also, please keep in mind that after 9 am Mass, Father will need to prepare for 11 am Mass.

Sacrament of Confirmation

Preparation for the Sacrament of Confirmation is the completion of Christian Initiation and marks important growth in one's faith journey.

Confirmation is to be held on Saturday, May 2, 2020, at 5 pm Mass. The Bishop will celebrate Mass with our pastor, congregation and confirmation students.

***Confirmation practice will be held on Saturday, May 2, 2020, at 10:30 am at St. Joseph Catholic Church. Confirmation students AND Confirmation sponsors MUST be present for practice.

Confirmation Requirements

- 1) All classes are mandatory during the year of confirmation. Classes are held on Wednesday evenings from 6:30-7:30. If a student has a conflict with any scheduled class, arrangements must be made with the current confirmation teacher and approval must be gained from the CCD coordinator OR the parish pastor.
- 2) Mass attendance each weekend is expected, as well as Holy Days of Obligation.
- 3) Prayers and Important Points to be known by candidates before the end of the program:
 - Our Father, Hail Mary, Glory be, the Apostle's Creed
 - The Seven Sacraments, the Ten Commandments, Seven Precepts of the Church
 - Corporal and Spiritual Works of Mercy.
- 4) A **MANDATORY** Confirmation retreat is required in the spring for ALL Confirmation students, in order to make the sacrament of Confirmation. This year that retreat will be on Sunday, February 9, 2020
- 5) Service Hours: All Confirmation students are required to complete 15 hours of service.
 - Parish and/or Community Service – 10 hours
 - Family Service – 5 hours

One reflection will be turned in documenting the student's service activity and experience. One reflection **per type of service** is to be completed and turned into the Confirmation teacher; **Service hours and reflections are due by March 4**. These reflections will be passed on to the CCD coordinator and to the parish pastor for approval.

- 6) Confirmation Name: Each Confirmation student is responsible for selecting a Confirmation name. This name should be biblically, or saint based. Some research will be necessary for each Confirmation student to prayerfully choose a Confirmation name. Each student will complete an essay stating the name he or she has chosen for a Confirmation name, and why he or she has chosen that name. These essays will be due to the Confirmation teacher by **October 16**. Confirmation students will also present these essays to students in younger grades in recognition of All Saints' Day.

- 7) Confirmation Sponsor: Each Confirmation student is responsible for selecting and interviewing a Confirmation sponsor. Eligible sponsors include any active, confirmed, Catholic adult and should be a person who is not the Confirmation student's mother or father. Typically, a sponsor is chosen amongst aunts, uncles and family friends who have been a constant in the student's life and who have always been a positive, Christian role model for the student.
- 8) Corporal Works of Mercy Group Project: This project will be assigned, discussed, and planned during CCD classes. All Confirmation students are expected to participate. Details will be given upon receipt of the assignment.
- 9) DRESS CODE!
 - GIRLS – Traditionally wear a conservative/modest dress. All girls **MUST** wear attire with sleeves. For example, if a dress or shirt is strapless or sleeveless, a cardigan of some sort must be worn over the shoulders. Also, dress/skirt length should be no shorter than the top of the knee.
 - BOYS – Polos or button-up shirts, tucked in, with black or khaki slacks. Suits and ties are appreciated but not mandatory.
- 10) **NO** Photographer will be present at Mass. You may bring your own camera to take photos **AFTER** Mass. Father and/or Bishop will be available for photos **AFTER** Mass only.

DIOCESE OF VICTORIA
Creating and Maintaining a Safe
Environment for Youth

How to Protect Children from Child Abuse,
A Parent Guide

We are all deeply concerned about the general welfare of our children. There are many challenges that confront today's youth and child abuse is one of these. Child abuse is a fact in our society and a matter of great concern for most parents. Fortunately, child abuse is preventable and parents can help their children master prevention strategies.

The "3 R's"

Three underlying principles to effective youth protection strategies:

1. Recognize. The child needs to be able to recognize the situations that may result in abuse.
2. Resist. The child needs to be able to assert the right to resist the abuser.
3. Report. The child needs to be able to tell an adult when he or she has encountered abuse and to feel confident that the adult will take actions to prevent further abuse.

Recognize Situations

Traditionally, children have been told of the risks associated with strangers. As we have come to learn, child abuse is committed most often by a family member or person who is known to the child, often in a position of authority over the child. Therefore, if we teach only to be wary of strangers, we are not protecting our children as completely as we must. Children and youth need to understand that they have a right to refuse adults or persons in authority (i.e., babysitters, teachers, aunts, uncles) when they are touched on the private parts of their body or in ways, which make them feel uncomfortable or frightened.

Resist the Abuser

Interviews with child molesters document that when children resist advances made by the molester, the molester will usually abandon further attempts with that child. A relatively low incidence of child molestation involves the use of physical force. Children need to be trained to say "NO" or "yell" and get away when inappropriately approached by anyone, ie. friend, relative or stranger.

Tell an Adult

Children and youth need to be taught to tell their parents, teacher, or other trusted adult whenever they encounter questionable situations or attempted abuse. Since adults do not always listen when a child talks to them, the child needs to be told to keep on telling until someone listens.

Sometimes a child may not be able to talk about what has happened, but will communicate in other ways. For example, the child may go out of the way to avoid being alone with a particular person, such as a babysitter. This is a kind of communication to which parents need to be sensitive as it may be an indicator of abuse.

When a Child Discloses Abuse

If your child becomes a victim of abuse, your initial reaction can be very important to helping him or her through the ordeal. The following guidelines may help you:

- *Don't panic or overreact to the information disclosed by your child.
- *Don't criticize your child or claim that your child misunderstood what happened.
- *Do respect your child's privacy and take your child to a place where the two of you can talk without interruption or distractions.
- *Do reassure your child that you appreciate being told about it and that you will help make sure it will not happen again.
- *Do report the incident to the police or Child Protective Services, and encourage your child to tell the proper authorities what happened. Try to avoid repeated interviews, which can be very stressful for the child.
- *Do consult your pediatrician or other child abuse authority about the need for counseling to assist your child.

Finally, if abuse happens to your child, do not blame yourself or your child. Individuals who victimize children are not readily identifiable; they come from all walks of life and all socioeconomic levels. Often, they present a nice image—they may even go to church and be active in the community. The molester is skilled at manipulating children, often by giving a child excessive attention, gifts and money. Most abuse occurs in situations in which the child knows and trusts the adult.

Teach Your Child to be Assertive

It is important that your child understands the right to react assertively when faced with a situation he or she perceives as dangerous. When teaching your child self protection skills, make it clear that although some the basic strategies involved seem to contradict the sort of behavior you normally expect of your child, these strategies apply to a situation that is not normal. When feeling threatened, your child must feel free to exercise the right to:

- *Trust his or her instincts or feelings.
- *Say “no” to unwanted touching or affection, say “no” to an adult’s inappropriate demands and requests.
- *Withhold information that could jeopardize his or her safety
- *Refuse gifts, be rude or unhelpful if the situation warrants. Run, scream, and make a scene.
- *Physically fight off unwanted advances.
- *Ask for help.

It's important to remember that these are protective strategies designed to give youth the power to protect themselves.

Report Abuse or Neglect of Children, the Elderly or People with Disabilities: 1-800-252-5400

- *Child abuse and neglect are against the law in Texas, and so is failure to report it.
- *If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.
- *You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is abuse?

Abuse is mental, emotional, physical or sexual injury to a child or failure to prevent such injury to a child.

What is neglect?

Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

1. Call the abuse and neglect hotline at 1-800-252-5400.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report:
 - *Name, age and address of the child
 - *Brief description of the child
 - *Current injuries, medical problems or behavioral problems
 - *Parents names and names of siblings in the home

Right to Amend: St. Joseph's Catholic Church reserves the right to change policies and procedures as outlined in this handbook. Parents will be notified of any changes.

Crisis Management Information

Crisis Management Team: Pastor and Faith Formation Coordinator

National Hotlines

Information & Self Help Support Groups

800 ALCOHOL	800/ALCOHOL
800 COCAINE	800/COCAINE
Abortion Hotline	800/772-9100
Al-Anon/Alateen	800/356-9996
Al-Anon Family Groups, Inc.	800-344-2666
Alcoholics Anonymous	212-870-3400
Alzheimer's Disease Education & Referral Center	800-438-4380
American Trauma Society	800-556-7890
Boy's Town National Hotline	800-448-3000
Business Against Drunk Drivers, Inc.	800-764-BADD
Cancer Information Service	800-4CANCER
CDC National HIV and AIDS Hotline	800-342-2437
CDC National Sexually Transmitted Disease	800-227-8922
Child Find of America, Inc.	800-426-5678
Compulsive Gambling Hotline	800-LOSTBET
CSAP's National Clearinghouse for Alcohol and Drug Information	800-729-6686
CSAP's Workplace Helpline	800-843-4971
Down's Syndrome	800-221-4602
Center for Substance Abuse Treatment (CSAT)	800-662-HELP
Grief Recovery Helpline	800-445-4808
Marin Inst. For the Prevention of Alcohol & Other Drug Problems	415-456-5692
Missing Children Help Center	800-USA-KIDS
Mother's Against Drunk Driving (MADD)	800-GET-MADD
Narcotics Anonymous	818-773-9999
Natl. Association of State Alcohol & Drug Abuse Directors	202-783-6868
Natl. Center for Missing and Exploited Children	800-843-5678
National Child Abuse Hotline	800-422-4453
Natl. Clearing House for Alcohol and Drug Information	800-729-6686
Natl. Coalition Against Domestic Violence	800-799-SAFE
Natl. Council on Alcoholism and Drug Dependence Hope Line	800-475-HOPE
Natl. Council on Alcoholism and Drug Dependence, Inc.	800-NCA-CALL
Natl. Head Injury Foundation	800-444-NHIF
Natl. Health Information Center	800-336-4797
Natl. Inst. Of Mental Health Depression & Panic Disorder Hotline	800-421-4211

Natl. Mental Health Association	800-969-6642
Natl. Mental Health Services Knowledge Exchange Network	800-789-CMHS
Natl. Rehabilitation Information Center	800-34-NARCHIC
Natl. Runaway Switchboard	800-621-4000
Parents Who Have Abducted Their Children	800-A-WAY-OUT
Recovery Options	800-662-2873
Relapse Prevention Hotline	800-RELAPSE
Sex Addiction Hotline	800-551-9888
Students Against Driving Drunk	508-481-3568
Survivors of Incest Anonymous	410-282-3400
Tough Love	800-333-1069

Approved Agency Referral List

LOCAL ASSISTANCE

Yoakum Community Hospital	361-293-2321
Lavaca Medical Center	361-798-3671
Citizens Medical Center	361-573-9181
Yoakum Police Department	361-293-5234 or 911
Lavaca County Sheriff's Department	361-798-5252
Dewitt County Sheriff's Department	361-275-5734 or 911
Yoakum Fire Department	361-293-5125 or 911
Yoakum EMS	911
Poison Control Center	800-222-1222
Yoakum Animal Control (Y.P.D.)	361-293-5234

TEXAS DEPARTMENT OF HUMAN SERVICES

Health Department
318 South LaGrange
Hallettsville, TX 77964
361-798-4371

Children's Protective Services
908 North Glendale
Hallettsville, TX 77964
361-798-3665

1-800-252-5400 Austin

HOPE OF SOUTH TEXAS (sexual assault)

314 East Rio Grande

Victoria, TX 77901

Office: 361-573-5868

Hot Line: 361-573-3600

Or: 1-800-365-7345

MID-COAST COUNCIL ON ALCOHOL AND DRUG ABUSE (substance abuse)

1908 North Laurent Street

Victoria, TX 77901

361-575-7842

1-888-575-7842

GULF BEND CENTER (mental health)

1502 E. Airline

Suite 25

Victoria, TX 77901

361-575-06111

1-800-421-8825

ADHD COUNSELING CENTER

2006 North Navarro

Suite D

Victoria, TX 77901

361-578-7441

REGION 3 EDUCATION SERVICE CENTER

109 Leary Lane

Victoria, TX 77901

361-573-0731

Emergency Steps

Accident/Serious Illness

(On Campus)

- ❖ Apply first aid /CPR, utilizing trained staff.
- ❖ Call 911.
- ❖ Activate crisis management team.
- ❖ Remove students from the area.
- ❖ Secure student/staff/roster/emergency cards.
- ❖ Notify families.

- ❖ Transport the person, if necessary, for medical assistance via EMS (be sure to take student health form with permission to receive treatment).
- ❖ Prepare fact sheet and media statement.
- ❖ Update communications.
- ❖ Complete incident report.
- ❖ Crisis management team meets to debrief at the end of the day.

(Off Campus)

- ❖ Follow emergency procedures.
- ❖ Call 911.
- ❖ Apply first aid /CPR.
- ❖ Activate crisis management team.
- ❖ Determine who is involved.
- ❖ Secure an event roster.
- ❖ Secure emergency health cards if possible.
- ❖ Evaluate the situation and develop a plan.
- ❖ Set up incident command center, if needed.
- ❖ Notify families.
- ❖ Prepare a fact sheet and media statement.
- ❖ Update communications.
- ❖ Complete incident report.

Child Abuse

Suspected Abuse:

- ❖ Ensure oral report to local police, child abuse unit, county sheriff's department, or child protective services is made within 48 hours.
- ❖ Document actions and decisions.
- ❖ Do not attempt to investigate or verify information until or unless given direction by principal.
- ❖ Permit interview with child by authorized, properly identified officials only.
- ❖ Cooperate with the request of the investigator regarding notice to parents.
- ❖ Provide follow-up counseling options.

Accusation Against CCD Personnel:

- ❖ Document report. Do not investigate or attempt to verify information until or unless given direction by the pastor or faith formation coordinator.
- ❖ Notify pastor or faith formation coordinator and follow instructions.
- ❖ Report to local police, child protective services, as needed.
- ❖ Provide for police investigators and notify parents of procedures.
- ❖ Allow time for employee to be interviewed and arrange for substitute.
- ❖ Prepare fact sheet and media statement.
- ❖ Activate crisis management team and counselors as needed.
- ❖ Plan for parental inquiries, staff meeting, and safety measures.
- ❖ Notify parents of affected student that crisis counseling is being provided for alleged incident.
- ❖ Provide crisis counseling only after statements are taken.
- ❖ Crisis management team meets to debrief.

Hostage Situation in Building

- ❖ Call 911.
- ❖ Suspend all bells.
- ❖ Activate crisis management team.
- ❖ Notify pastor and faith formation coordinator.
- ❖ Isolate area.
- ❖ Assess the situation.
- ❖ Decide to remain in classrooms or evacuate building(s), allow NO reentry.
- ❖ Notify staff. If remaining in classrooms, keep all students away from the windows.
- ❖ Secure building, keep all students away from the affected area. Lock doors.
- ❖ Set up incident command center:
 - Log all activities and discussions.
 - Remain available to law enforcement and negotiators.
 - Have multiple copies of floor plan available for police.
 - Secure student/staff roster.
- ❖ Identify spokesperson in communication with the hostage taker until law enforcement arrives.
- ❖ Designate separate area for the media.
- ❖ Notify families of all persons involved.
- ❖ Prepare fact sheet and media statement.

- ❖ Update communications.
- ❖ Crisis management team meets to debrief.

Kidnapping

Witnessed:

- ❖ Call 911. Notify pastor and faith formation coordinator as needed.
- ❖ Gather facts about abduction and description of abductor and any vehicle.
- ❖ Notify parents.
- ❖ Activate crisis management team, including Yoakum ISD counselors.
- ❖ Decide on plan of action:
 - Faculty meeting.
 - Visit classrooms as requested.
 - Letters home to parents.

- ❖ Prepare classmates to be supportive.
- ❖ Prepare fact sheet and media statement.
- ❖ Provide for follow-up counseling.
- ❖ Crisis management team meets to debrief at the end of the day.

Not witnessed:

- ❖ Verify child is missing. Search building and grounds.
- ❖ Call 911. Notify pastor and faith formation coordinator as needed.
- ❖ Notify parents.
- ❖ Activate crisis management team.
- ❖ Questions child's friends or ensure availability for police questioning.
- ❖ Search neighborhood, if prudent, with police leadership. Decide on plan of action:
 - Faculty meeting.
 - Visit classrooms as requested.
 - Letters home to parents.

- ❖ Prepare classmates to be supportive.
- ❖ Prepare fact sheet and media statement.
- ❖ Crisis management team meets to debrief.

Weapons on Campus

- ❖ Notify pastor and faith formation coordinator immediately. Do not hesitate, but do not put yourself or others in danger. Do not approach someone with a weapon in hand. Remain calm.
- ❖ Activate crisis management team and suspend all bells.
- ❖ Assess the situation calmly. Determine degree of danger (make a plan of action).
- ❖ Quickly determine the location of the suspected weapon.
- ❖ Walk the student or person to the office area. Never go alone. One person should walk beside him/her. The other should walk behind him/her.
- ❖ Confiscate weapon, discretely, if possible. If weapon is not found on his/her person, check locker and hall.
- ❖ If weapon is found, call police.
- ❖ Contact parents immediately and inform them of code of conduct procedures.
- ❖ Prepare fact sheet and media statement.
- ❖ Update communications and give necessary information to teachers.
- ❖ Crisis management team meets to debrief at the end of the day.

St. Joseph Catholic Church

401 Orth Street
P.O. Box 734
Yoakum, Texas 77995
361-293-3518

TO: PARENTS AND GUARDIANS
FROM: Mrs. Jana Guajardo
DATE: September, 2019

The Online CCD/Faith Formation student handbook contains policies and regulations on the rights and responsibilities of students, the code of students' conduct and other items of importance to the students and parents or guardians.

Parents and guardians are asked to sign and return this statement to the effect that they have received and read the online handbook and code of conduct, and acknowledge the responsibilities outlined in the handbook.

To find the Online CCD/Faith Formation Student Handbook go to the St. Joseph Parish website at www.stj catholicchurch.com, click the Faith Formation tab, then click the link Faith Formation Student Handbook.

Please return this notice to your teacher by **Wednesday, September 18, 2019**. One completed form, per family, is acceptable

If you would like to comment on any contents, please feel free to contact me about it.

Thank you!

I have read the 2019-2020 Faith Formation Student Handbook and acknowledge the responsibilities the handbook outlines.

Parent or Guardian Signature _____ Date _____

Name of Oldest Student _____ Grade _____

Name of Other Students: _____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

*****This form should be returned to the teacher by Wednesday, September 18, 2019.**