

VISITATION OF OUR LADY

CONFRATERNITY OF CHRISTIAN DOCTRINE POLICIES (www.vol.org)

Mission Statement

The CCD program exists to help our parish fulfill one of its fundamental tasks, evangelization. Our mission of evangelization is based on a strong commitment to the Catholic education of the public and private school children of our parish. We strive to develop the whole child by providing a strong basic curriculum along with spiritual and moral nurturing.

Parents are the primary educators of their children in the Catholic Faith.

Our CCD program is designed to aid parents in the religious education of their children. **The CCD program is meant to supplement the faith which the family already practices by word and example in their home.**

Class Day/Time

Classes are held on *Tuesday evenings from 6:45 to 7:50 pm*. Check the yearly calendar for exact dates of classes. The yearly calendar is posted on the above website at all times for your convenience. Classes are held from September through the beginning/middle of May. **Please be aware that make-up class dates may be added to the calendar in the event of class cancelation due to inclement weather.** All necessary class items will be provided for the students. **Please bring your CCD folder to class each week, except on Mass days.**

Attendance/Absences

Students are required by the Archdiocese of New Orleans to attend a minimum of 30 hours of religious instruction each program year. **Weekly attendance is vital for a solid foundation in the faith.** Please call 504-341-8477 or email the Director (eoncale@vol.org) if your child will not be attending class. **Be sure to request from the teacher any missed lessons to review with your child at home. If a child is absent for three classes in a row, he or she can be dropped from the program without refund.** Please inform the Director of Religious Education of any difficulties that the child may be going through in regards to absences. **Send a doctor's note if you have one. However, all absences will be taken in account for the promotion or conditional promotion of a student at the end of the year.**

Dress Code

Students are required to dress appropriately for CCD class. **Their school uniform can, in most cases, be used as a guideline for appropriate attire for the CCD program. Therefore, students may wear their school uniforms to CCD class or may choose something similarly modest to wear to class: jeans or slacks, polo-style shirts, blouses, long walking shorts, skirts or dresses with hems to the knee**

NOT ALLOWED: Skin-tight clothing or see-through material, shirts with crude/inappropriate slogans or graphics, miniskirts, very short shorts/running shorts, tank tops and spaghetti strap shirts, jeans/clothing with holes/rips, pants or shorts that hang below the natural waistline.

Arrival – Please refer to the Ames and Barataria Parking Lots Arrival-Dismissal Maps

Please be reminded that the safety of your child is our top priority. When day light savings time ends, students will be arriving for class in darkness. For this reason, a strict arrival and dismissal policy will be enforced. **The cafeteria and gym will open for 6:30 pm.** An adult will be on duty to supervise the children.

All *students in the 4th through 12th grades* will report straight to their classrooms to wait for the bell to ring at 6:45 pm.

Parents with *students in Kindergarten through 3rd grades* are required to park their cars, walk their children directly into the Padre Hall gym and sign in their children. **DO NOT DROP OFF YOUR CHILD IN THE PARKING LOT.**

Dismissal – Please refer to the Ames and Barataria Parking Lots Arrival-Dismissal Maps

Once classes begin, the outer doors to the main building and gym will be locked for safety purposes. At the 7:50 pm dismissal time, parents need to meet *students in the 4th through 12th grades* by the cafeteria in the Ames Boulevard parking lot.

If parents have *students in both the main building and the gym building*, please use the Barataria Boulevard parking lot for dismissal. The older siblings may walk from the main building to the gym walking under the covered sidewalk to join you in the gym. *Children in Kindergarten through 3rd grades will not be sent out into the parking lot – parents must sign them out in the Padre Hall gym at dismissal time.* For safety reasons, students are *not* allowed to roam unattended through either parking lot to meet a parent at a car. **Most importantly, DRIVER CELL PHONE USAGE IS BANNED IN ALL RUNNING VEHICLES ON CAMPUS.**

Progress Reports

At the beginning of the year, I will provide teachers with the parent emails for each student. They will send out an email recapping the semesters in December and May to inform the parents what is being taught. Any parent whose child is struggling or is a disciplinary problem will be contacted by the teacher when necessary. This system will take the place of the traditional progress reports that are mailed in December and June.

Promotional Certificates

Promotional certificates to next grade level will be presented to the students on the last day of class. Students with 5 or more absences will receive a certificate of conditional promotion to the next grade level. Five tardies will be counted as an absence for the purpose of determining the status of the promotion for a student. *Excessive absences or tardiness may result in a delay in the reception of the Sacraments if the student cannot be properly prepared during the current year.* Parents should request lessons missed due to absence to review with their child at home.

Behavior

Respect to all CCD staff and to their fellow students is expected from students at all times.

The men and women working with our CCD program volunteer their time in this ministry. **These men and women are to be given the utmost respect at all times.** A student who shows disrespect to a teacher or CCD staff member or other students will be removed from the classroom and sent to the office. A parent may be called to pick up the child if necessary.

Behaviors listed below may lead to suspension or expulsion from the CCD program: *Vaping, smoking or carrying of e-cigs, cigarettes or tobacco; possession of any type of drugs; possession of any type of weapon; verbal threats to teachers/staff members or fellow students; un-Christian language; fighting; marring of school property; theft of school, staff or student property; deliberate disobedience to CCD teacher/staff; unauthorized leaving of school grounds; repeated visits to office for disciplinary reasons.*

Search

Students suspected of having items that are against policy (harmful to themselves/others) will be asked to empty a purse, bag, or pockets. If a student is uncooperative or found to have an item that is not allowed, a parent will be called and will be required to pick up the child. Proper authorities will be notified if needed.

Cell phones/other electronic devices

Students are not allowed to *use* (phone, text, or use any type of app) cell phones or other electronic devices during CCD class time. The only exception to this rule will be for use during a lesson as directed by the teacher. Cell phones must be put on silent or off during class time and kept in a pocket or bag. ***The phone, or device, will be taken and returned at the end of class if it is being used by the student or if it rings.***

Child Abuse

In accordance with Louisiana Law 14 403, any persons or agencies who are responsible for the care of children who suspect that a child's physical or mental health or welfare is or has been abused are ***required*** to report such cases to the proper authorities.

Child Protection/Safety Classes

The Archdiocese requires that an age-appropriate safety class be taught to each child attending the CCD program. This is called the Safe Environment Class. The date of your child's class is included on the yearly calendar. Parents are welcome to attend this class with your child. **Topics discussed during this presentation include age-appropriate information on how to play safely on the playground, at home and at school, boundaries, developing healthy relationships, how secrets can be good or bad, and helps a child determine with whom they can speak if they have been neglected, hurt or abused. If you do not want your child to attend this CCD class and would prefer to teach it yourself at home, please request a Parent Refusal form to sign and return to us at least one week prior to their child's scheduled class date. We will provide you with the lesson to review with your child.** We will also provide the lesson to students who are absent.

Any parent needing to attend regular CCD classes with their child must complete the background check, attend the Safe Environment Training Class given by the Archdiocese, and register this information with Austin Computing. More detailed information can be found at vol.org/safe-environment on our website.

Parent/Guardian Consent

A parent/guardian's signature on your child's registration form indicates that you and your child will abide with all of the policies of the CCD program as stated in the Policies document. All students must have a current **signed** registration form on file with VOL to attend classes.

Threat of Severe Weather

If the weather service should issue **warnings of flash flooding or severe thunderstorms for our immediate area** on a Tuesday evening, CCD will be **cancelled**. Do not bring children to CCD under these conditions. You may call the Religious Education Office at **504-341-8477** to confirm the cancellation of class.