

OLV CCD Parent/Student Handbook

2026/2027 School Year

For questions, please contact the **Director of Religious Education (DRE)**,
Susan Ishmael, at directorccd@ourladyofvictory.com

A PRAYER FOR FAMILY COMMITMENT

Loving and merciful Father, who instituted the family as an instrument of your fruitful love, and raised it to be a sacrament of the love of your Son for his Church, send forth your Holy Spirit to forgive us for our sinful failures, to heal the personal and social wounds that afflict us, to bring consolation to the vulnerable among us, and to enable us to reach out in compassionate care to all those families in need. Make possible within us, and for us, what only you can do. We ask this through Christ our Lord. Amen.

ATTENDANCE POLICY FOR IN-PERSON INSTRUCTION

Attendance is marked every class and it is important that children attend class regularly. **If a student is absent from a Sunday morning class, parents are responsible for teaching the lessons missed.** This allows students to participate in the next class more fully. This is particularly important in years with Sacramental Preparation (2nd, 9th). Catechists are asked to send weekly emails with topics covered; if you do not receive an email from the catechist please reach out to the DRE. Repeated

absences without an email to the DRE or without made-up work will be addressed via an email or phone call from the DRE.

ATTENDANCE POLICY FOR AT HOME INSTRUCTION

Homeschool CCD attendance is demonstrated through completion of workbook lessons. Recommended pacing is one lesson per week, with completion of lesson activities and the assessment for the lesson (assessments for *Word of Life* books are available in the Word of Life Digital Resource Library). Online lesson resources are also available for the Ascension Press books *Renewed* and *Received* and *YOU: Life, Love, and Theology of the Body*. All families receive instructions about accessing online resources. Quarterly reminders will be sent to homeschool CCD families. Homeschool CCD students are encouraged to attend devotional activities like Adoration and the Rosary.

ILLNESSES

If your child is showing symptoms of illness, please keep them at home. As with any absence, you can complete the lesson at home.

DROP-OFF AND DISMISSAL

Kindergarten

Kindergarten students meet in the Activities Center. Students must be dropped off and picked up by a parent. If you have other children who attend CCD and need to be picked up as well, someone will always wait until you arrive at the gym.

Grades 1-9

Drop-off

Children in **Grades 1-8** meet their catechist in the OLV school gym at their catechist's meeting spot (signs are posted on the walls) and return to the gym after class. No one is allowed to go directly to his or her classroom before 10:30am. The catechist will come to the gym to pick up the class at 10:30am. If you come to the gym and your child's class has already left, please take your child to his/her classroom (room numbers are posted on catechist signs). Children in grades 4 through 10 may walk to class alone if they are late. **High School (Grade 9)** may assemble in the school cafeteria, which is located within the school gym.

Dismissal

For dismissal, children in **Grades 1-3** **must be picked up by parents or a sibling in the gym**. Children in Grades 4-9 may leave the building on their own after walking to the gym with their catechist if parents agree to this arrangement. Please remind your children that many drivers will be pulling in and out of the parking areas for the 11:30am Mass. ***If someone other than a family member is picking up your children, please tell the DRE through an email or written note.***

WEATHER AND EMERGENCIES

For weather closures and other emergencies, cancellation of CCD will be sent through email as well as posted on our Religious Education website. **Cancellation of CCD** will be posted **by 9:30AM**. If the weather is inclement

or bad weather is forecasted to move into the area, then please check. If nothing is posted, then we will have CCD. Please use your best judgment when weather is a concern. Assignments can be completed at home if you are unsure about venturing out.

CURRICULUM

Kindergarten will be learning about our faith with a hands-on Montessori method found in the series: *Catechesis of the Good Shepherd* by Sofia Cavalletti and Gianna Gobbi.

First, and Third-Eighth Grades will be using the *Word Among Us* series by Augustine Institute. This is in an effort to create continuity through all grade levels.

Second Grade children are preparing to receive the Sacraments of First Reconciliation and First Holy Communion. Students will be using two books for preparation: *Renewed* and *Received* from Ascension Press.

High School Confirmation Prep utilizes the Teen formation program *YOU: Life, Love, and Theology of the Body* from Ascension Press. Other additional lesson materials or assignments will be shared in class or electronically.

HOMEWORK

Catechists are asked to send home a short assignment to be completed each week. This could be an activity sheet or a reflection, in addition to practicing prayers to learn. Catechists will offer incentives for homework completion at their discretion.

PRAYERS TO LEARN

Kindergarten – The Sign of Cross and Guardian Angel

First – Hail Mary, Our Father, & Prayer to St. Michael the Archangel

Second – Act of Contrition and The Ten Commandments

Third – Prayers Before and After Meals and Glory Be

Fourth – The Nicene Creed

Fifth – How to pray the Rosary

~Sixth grade and up should know all the above prayers.~

BEHAVIORAL EXPECTATIONS FOR OUR PROGRAM

- Be respectful of school property, yourself, your catechist, and others.

Remember, we are all made in God's image and likeness.

- Participate as much as you can each week, however, only one person may talk at a time using positive comments and curious questions.
- Keep your hands and feet to yourself.
- Be respectful of the belongings in the desk where you sit as they do not belong to you. **Please do not touch items in the classroom without permission, including items in and on the desk where you**

sit during class. Do not write on any classroom desk. Any child breaking any of these rules will be sent directly to the DRE's office.

- Stay in your seat, do not lean back on chairs, and sit properly.
- You may not touch classroom Promethean Boards—only the teachers may do this.
- No eating, drinking or chewing gum.
- Cell phones must be turned off when students arrive for class. If cell phones are found to be in use during class, the phone will be taken by the catechist and returned to the student at the end of class. Emergency use of the phones is acceptable, but if the situation allows time for requesting phone use, permission from the catechist should be asked.

Catechists may have additional rules students are expected to follow.

DISCIPLINE POLICY

- If a student breaks the above rules after one warning on the day of class, the catechist will call his/her parents.
- If a student continually disobeys the Code of Conduct the DRE will request a meeting with the parents and child.
- If a student commits an act of vandalism on school, parish, catechist or other property, the child's parent will be notified for a conference with the DRE. Clean up or restitution can then be established.

DRESS CODE

Students are expected to remove hats and hoods during class time. Clothing must not interfere with the educational process or the rights of others. Items of clothing that advertise or promote values that are not in line with Catholic teaching should not be worn to Religious Education. If a student is dressed inappropriately he/she will be sent to the religious education office.

ADHERENCE TO CATHOLIC TEACHING

A healthy curiosity and respectful requests for more information regarding Church teachings are encouraged. If a student argues against accepted Catholic moral teaching in Religious Education classes or boasts to classmates of doing something the Church considers seriously sinful, that student may be asked to leave the classroom and report to the Religious Education office during class. The students' parent(s) may be called, and a meeting with the DRE and/or pastor may be necessary. Following this meeting, the student may be reinserted into his/her class or be home-schooled (if in the child's best interest). If the student returns to his/her class and the behavior is repeated, then the parents will be asked to home school their child for the remainder of the school year.

AUTHORIZATION OF USE OF PHOTOGRAPHIC IMAGE

OLV Religious Education adheres to the Altoona-Johnstown Diocesan policy to have parental permission to use student pictures to use for

bulletins boards and parish media (i.e. bulletins, sacramental display boards, etc.). If we do not receive the authorization from you on your registration form, we will not use your child's photo in parish media or bulletin boards. Use of photos is extremely rare in any case. Please email the DRE to check or change the status of your permission.