

Christ the King Catholic Church
Religious Education Calendar 2016-2017

Sunday Sessions, 10:15-11:30am

September: 11, 18, 25
October: 2, 16, 23, 30
November: 6, 13
December: 4
January: 8, 22, 29
February: 5, 12, 26
March: 5, 26
April: 2, 9, 23, 30
May: 7, 21

Wednesday Sessions, 6:00-7:15pm

September: 14, 21, 28
October: 5, 19, 26
November: 2, 9, 16
December: 7
January: 11, 25
February: 1, 8, 15
March: 8, 29
April: 5, 12, 26

Faith Formation
Student/Parent
Handbook
2016-17 Program Year



Christ the King Catholic Church
Tampa, Florida

Christ the King Catholic Church
Faith Formation Department
821 South Dale Mabry
Tampa, FL 33609
(813)870-2509

Office Hours
Monday-Thursday
7:30AM – 3:30 PM
Sunday; 8:30-12:30pm

Fr. Len Plazewski
Pastor

Fr. Bill Santhouse
Parochial Vicar

Fr. Jacob Monteleone
Senior Priest

Casey Kiser
Coordinator of Faith Formation PreK-5
ckiser@ctk-tampa.org

Alexis Redig
Coordinator of Faith Formation 6-8
aredig@ctk-tampa.org

Donna Anthony
Secretary of Religious Education

Website: www.ctk-tampa.org

IMPORTANT REMINDERS

- ◆ *Please sign and return the Acknowledgement* from the handbook.
- ◆ *If your child is absent:* Be sure to send a note, or call the Faith Formation office, to let us know you are aware of your child's absence. 870-2509
- ◆ *Parents who are late to pick up students from class:* Parents must come in to the Faith Formation office. Students **WILL NOT BE ALLOWED** to wait outside for pick up. Their safety is our primary concern.
- ◆ *Kindergarten through 5th grade students* will not be released from the classroom until they are picked up by a parent, guardian or older sibling. *If it is requested that someone other than the parent or guardian pick the child up, parental permission must be on file in the Faith Formation Office before the child is released to another adult; (including grandparents, non custodial parents, friend, etc.)*
- ◆ *Please do not park in the emergency lane* near the school building. Use designated parking spots and walk to meet your child. (Please do not put your child(ren) at risk by asking them to run to your car.)
- ◆ *Students are allowed no more than 5 excused absences* from class.

Communication

- 1) The Office of Faith Formation, along with the Church Universal, strives to maintain open communication with all who participate in our programs. We also encourage catechists and parents to keep each other informed of student progress through informal contact at the beginning and end of each class time.
- 2) From time to time it may be necessary for parents to discuss issues of concern with the Coordinators of Faith Formation. In keeping with Church teaching and the Biblical tradition of subsidiarity, issues of concern should be resolved at the lowest possible level. Parents/guardians should attempt to resolve any issues by first contacting the Coordinator of Faith Formation and discussing the issue.
- 3) If the parent is not satisfied with the actions of the Coordinator of Faith Formation, then the matter should be taken to the Pastor for resolution.

Use of Parish Grounds and Facilities

- 1) The facilities and grounds of our parish are used by numerous ministries and organizations. It is essential that all who participate in Religious Education exercise the greatest amount of respect for the facilities that we share, so that all may have maximum use and enjoyment of the gifts God has bestowed. Therefore, the following guidelines are given:
 - a) Classes are held Wednesdays from 6:00-7:15pm and Sundays from 10:15-11:30am. Drop off of children is expected 5 minutes before classes begin. Pick up of students should take place promptly at dismissal time.
 - b) Students are **not** allowed to enter the classroom unless a Catechist or appropriate supervisor is present.
 - c) Students who arrive early are to wait in the office of Faith Formation until class time.
 - d) **Children 5th grade and under must be escorted to and from the classroom by an older sibling, parent or adult designated by the parent.**
 - e) **Students who are not picked up promptly will be escorted to and supervised in the Faith Formation Office.**
 - f) Students who engage in vandalism of parish property will be required to make restitution for damaged property and may have their attendance privileges suspended or revoked.

PARISH RELIGIOUS EDUCATION /FORMATION PROGRAM POLICIES—Part I

Admission

- 1) Families who wish to enroll children in Christ the King Parish Religious Education classes must be registered parishioners.
- 2) Students must be at least 5 years old by September 1st of the year in which the student is enrolling.
- 3) Copies of Baptismal Certificates (if sacrament received at another parish) **must be provided at the time of program registration.**
- 4) If sacraments have been received at CTK, please let us know the dates.
- 5) Copies of child custody arrangements and/or birth certificates may be requested at the time of registration.
- 6) Fees for the 2016-2017 program year are \$70.00 per child.

Attendance

- 1) Faithful attendance at all scheduled meeting times is expected. Sacrament preparation requires regular attendance in Religious Education classes as well as parent/student attendance in the parish-based preparation process.
- 2) Families are expected to attend Mass every Sunday or Saturday vigil.
- 3) Students are allowed 5 excused absences from class.
- 4) Tardiness is a distraction to both students and catechists and robs students of valuable instruction time. Please arrive promptly.
- 5) **All absences require either a written excuse presented to the classroom catechist, or phone call to the Faith Formation Office at 870-2509.**
- 6) Absences can be considered excused only if oral or written communication is provided to one of the Coordinators of Faith Formation.
- 7) If a student has three consecutive unexcused absences, our Faith Formation office will be in touch with the parent/guardian.

PARISH RELIGIOUS EDUCATION/FORMATION
PROGRAM POLICIES—Part II

Student Participation

It is our expectation that:

- 1) Students will actively participate in classroom activities and discussions.
- 2) Students will attend class regularly and complete assignments.
- 3) Students will not participate in the use of tobacco, alcohol, illegal drugs or bring any type of weapon with them to the campus.
- 4) **Students will dress modestly and appropriately.**
Girls' shorts must reach mid thigh;
no tee-shirts with inappropriate language or messages.
Boys' shorts/pants waistband must rest no lower than their waist;
no tank tops or tee-shirts with inappropriate language or messages will be allowed.
- 6) Students are asked to not bring toys, backpacks, jewelry or portable audio equipment to class. **Cell phones must be off or in silent mode during class and may be used only in emergency situations and with the instructor's permission, including TEXT MESSAGING.**

Student Behavior

- 1) Students are expected to model their behavior after Jesus Christ who instituted two Great Commandments: "You shall love the Lord Your God with all your heart, and with all your soul, and with all your strength, and with all your mind; and your neighbor as yourself." (Luke 11:27)
- 2) Students may enter classrooms only if the volunteer Catechist is in the assigned classroom. Elementary grade students must never be left by parents unattended at the classroom.
- 3) The following are principles/ guidelines for student behavior while participating in programs sponsored by CTK Religious Education:
 - a) Students will give proper respect and obedience to adults in authority.
 - b) Students will give proper respect to the personal space and personal property of others.
 - c) Behavior or language that intimidates, belittles, harasses (including harassment of a sexual nature), makes inappropriate references or physically harms oneself or others will result in disciplinary action.
- 4) In the event a student engages in inappropriate behavior any or all of

the following may occur:

- a) Parental notification of infraction.
 - b) Meeting between parents and Catechist and Coordinator of Faith Formation.
 - c) Parent attendance required at subsequent program classes.
 - d) Temporary removal of student from Religious Education program.
 - e) Permanent removal of student from Religious Education program
- 5) The Coordinators of Faith Formation are responsible for ensuring that all sanctions against students are implemented in a fair and consistent manner.
 - 6) In the event that a parent/guardian is not satisfied with action taken by a Catechist, they may contact the Coordinators of Faith Formation.
 - 7) If the parent/guardian is unsatisfied with the action of the Coordinator of Faith Formation, the matter may be taken to the Pastor for resolution.
 - 8) Other Policies:
 - a) The Office of Faith Formation keeps records of a confidential nature: attendance, discipline, last grade completed, address, phone number, date of birth, place of birth, sacraments received, marital status of parents, disabilities, emergency contact information.
 - b) The Office of Faith Formation abides by the Privacy Act and will not disclose personal information to third parties without written permission from the persons involved. Parents and/or guardians have a right to review any records pertaining to their child for any reason.
 - c) Catechists are provided limited access to personal information as is necessary for them to perform their job. Such information would include: last grade completed, disciplinary records, address, phone number, emergency contacts, health conditions, disability, other family information when it is appropriate.
 - d) The Office of Faith Formation abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with unofficial copies of records when such records are requested. If there is a court order specifying that there is to be no information given, it is the responsibility of the parent to provide the Coordinators of Faith Formation with an official copy of the court order.