

VISITATION OF OUR LADY
CONFRATERNITY OF CHRISTIAN DOCTRINE (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.

Please go to www.vol.org for information regarding CCD program. Please click on Catholic Church then organizations. The yearly calendar and parent-student handbook can also be found for your information.

Parents are the primary educators of their children in the ways of faith. The 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 the home.

Class Day/Time

Classes are held on Tuesday evenings from 6:45 to 7:50 p.m. Check the yearly calendar for exact dates of classes. The yearly calendar is posted on the above website.

Attendance/Absences

Students are required by the Archdiocese of New Orleans to attend 30 clock hours of instruction. Attendance at each class is important but emergencies will occur from time to time. Please call 341-8477 to inform us if your child will not be attending class on a particular night. Parents will *not* be called from the CCD office on Tuesday evenings. Students are required to make up any missed assignments or tests on absent days. Absences do affect a child's grade if work is not made up. ***If a child misses three classes in a row he/she will be dropped if we have not heard from the parent or guardian regarding the absences. Please inform us of any difficulties the child may be going through in regards to absences.***

Arrival/Dismissal

Please be reminded that the safety of your child is our top priority. After 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.

All students are to report to the Cafetorium to wait for the bell to ring. The Cafetorium is well lit and will keep children in a safe place, especially out of the cold and rain. Students can begin arriving at 6:30 p.m. An adult will be on duty to supervise the children. Parents with children in grades Kindergarten and First grade are asked to wait with their child for the bell to ring and walk their child to the classroom to meet the teacher.

Once the bell has rung all doors to the main building will be locked for safety purposes. At dismissal parents will be required to pick up their child at the front doors of the main building for grades two through eleven. Grades Kindergarten and First must be picked up at the classroom door. Students are *not* allowed to leave the building to meet a parent at a car.

Report Cards

A final report card will be issued on the last day of class.

Behavior

Good conduct is expected from students at all times. Support from parents is expected when disciplinary measures must be taken. Parents will be informed of any disciplinary problems that occur during CCD.

Parents should remind their child that the men and women working with the CCD program volunteer their time and are not paid. These men and women should be given the utmost respect at all times. Students who show disrespect to a teacher or CCD staff member will be sent home. This type of behavior will not be tolerated. If a child is sent home a second time for disrespect, a parent will be required to return and sit with his/her child in the classroom in order for the child to continue in the CCD program.

Behaviors listed below may lead to expulsion or suspension from the CCD program:

Smoking, carrying of cigarettes or tobacco, possession of any type of drugs, possession of any type of weapon, verbal threats to any teacher, staff member, or fellow student, unchristian language, fighting, marring of school property, deliberate disobedience, unauthorized leaving of school grounds or repeated visits to office for disciplinary reasons.

Search and Seizure

Students are not allowed to *use* cell phones during CCD time. Cell phones must be put on silence during class time and kept out of sight. Students are not allowed to text message on their cell phones during class time. Phones that ring during class time are a disruption and will be taken from the student and returned at the end of class. Students suspected of having items that are against policy will be asked to empty a purse or pockets. If a student is found to have an item that is not allowed, a parent will be called and will be required to pick up the child. We do have a right to ask a child to empty a purse or pocket if we strongly believe they are in possession of something that could be harmful to themselves or others.

Dress Code

Students are required to dress appropriately for CCD class. Clothing allowed at school should be the guideline for appropriate attire for CCD. Students should not attend class dressed in very casual attire or wear clothing with inappropriate slogans or designs. Students should be aware of days when they will be attending Church and should dress appropriately for that occasion.

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 a safety class be taught to your children each year. The Religion Director will instruct this class in each grade level. Topics included in this presentation include good touch/bad touch, how secrets can be good or bad, and whom a child can speak to if they have been hurt or abused or needs to speak to.

Parents who do not want their child to participate in this class must give written notification to the Religion Director. There is a refusal form that the Archdiocese requires be signed by the parent. The refusal form will be sent to you upon request and the materials covered in class will also be given to the parent to review with their child.

Publicity

In signing your child's registration form you are stating that you will adhere and abide to the policies of the CCD program.

In addition your signature also allows CCD to publish your child's name or photo. From time to time photos are taken and submitted for publication to the Times-Picayune or some other publication. Parents who object to their child's name or photo being published are asked to sign the bottom portion of this sheet and turn it in to the Religion Director of the CCD program. Your privacy is always respected.

Notice for non-publication of child's name or photo

I do not want my child's name or photo published in any form. My child or children's names are: *{Please list each child's name}*

Parent/Guardian's signature

Date