



Archdiocese of Seattle

Circle of Grace Teaching Safety Curriculum ~ Faith Formation

Effective July 1 for the 2024-25 School Year

Planning:

1. **Resources** – provide access to the *Circle of Grace website* to those catechists who will be responsible for conducting the lessons. It is a password protected site with all the resources needed. Website not intended for parents.
2. **Training for Catechists** – there is a training video and handout available on the COG website in the Resources tab.
3. **Requirement** – per the USCCB Charter for the Protection of Children and Young People we are required to offer children’s teaching safety in each of our parish faith formation programs. We understand that many students receive the teaching safety through their attendance at our Catholic schools; but we prefer to err on the side of caution and have them receive teaching safety twice rather than not at all. *Please contact the Safe Environment office if your parish does not have children & youth faith formation programs.*
4. **Deadline** – lessons required for all grade levels K-10 and must be **completed no later than March 31st**.
5. **General Parent Letter** – found in the Resources tab on the COG website, there is a general letter for grades K-8 and a general letter for grades 9-12. *Send the general letter to all parents two (2) weeks prior to the date the lessons will be conducted.*
6. **Opt-Outs** - there is *no formal Opt-Out* with this program. ***Please do not use the old Virtus Opt-Out forms; please do not create a form of your own. There is no longer a form inviting opt-outs.***
 - We presume that children will participate unless the parents contact the parish after receiving the general parent letter.
 - Parents requesting their child(ren) be opted out must submit a written request *prior to* the start of the lessons.
 - If a student is not in attendance when the lesson is taught they are considered absent unless the parent sent a written request opting them out.
7. **Setting aside enough time for each lesson** – some of the feedback last year was that the lessons took longer than anticipated. Please ask catechists to read the lesson plan carefully and set aside one or two class periods to conduct the lesson fully. *Grades 3, 6 and 9 are comprehensive grades; catechists should plan on two class periods in close proximity to cover all the material.*
8. **Combining Grade Levels** – this is permitted but think carefully about which lesson plan to use for the combined classes. Reach out to SEP office if you need help determining the best approach.
9. **Lesson Evaluations** – catechists may provide optional feedback via the evaluation form found at the end of each lesson. Evaluation forms may be sent to the SEP office with the recording form.

New This Year:

Educator Confirmation Form – No longer required!! 😊

Attachments:

1. **Circle of Grace Partners website secure login information.** This is intended for catechists only and may not be shared with parents. Please note that the materials on the website are copyrighted.
2. **At-a-Glance** identifying *Circle of Grace Partners* website navigation.
3. **Compiled Recording Form 2024-25** – please compile numbers for all grade levels on a single form.

Sending completed form to SEP office:

Deadline = March 31, 2024

Email completed Recording form (and any written opt our requests) to sep@seattlearch.org.