

St. Augustine Faith Formation Program



Parent Student Handbook

Revised 09/14/2026

THE ARCHDIOCESE OF SAN FRANCISCO

OFFICE OF THE ARCHBISHOP

ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6601 (415) 614-5500 FAX

November 1, 2017

I am pleased to announce that effective today, November 1, 2017, the Archdiocese of San Francisco will offer safe environment training through VIRTUS *Online*, a program and service of THE NATIONAL CATHOLIC RISK RETENTION GROUP. VIRTUS will now replace SHIELD THE VULNERABLE in the training of children in parishes and schools of the Archdiocese of San Francisco. The job of ensuring children's safety is challenging for parents, teachers, catechists, youth ministers and educators, and requires more than adult awareness, education, and training. Children must also be given the tools needed to overcome the advances of people who might intend to do them harm. After a careful review of its training modules, we are pleased to introduce VIRTUS's **Touching Safety Program for Children**, and its accompanying guide, **Teaching Touching Safety**. This is a school-based curriculum with lesson plans created for four age groups:

Grades K through 2

Grades 3 through 5

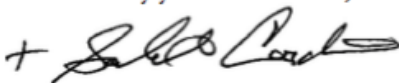
Grades 6 through 8

Grades 9 through 12

Each school year, the VIRTUS will provides a theme that introduces and builds on basic concepts of the Teaching **Teaching Touching Safety Guide**. The material is developmentally appropriate for each age group and includes content and activities that reinforce the important concepts presented.

We continue to affirm parents as the first educators of their children, and all VIRTUS programs offer opportunities for parental involvement. Please take time to review the VIRTUS program. Your questions or comments about the programs should be forwarded to Fr. Charles Puthota, Director of Pastoral Ministry, at Puthota.Charles@sfarch.org, and his assistant, Karen Guglielmo, at GuglielmoK@sfarch.org. Thank you for all that you do to implement these programs and to keep our children safe.

Sincerely yours in the Lord,



Most Reverend Salvatore Cordileone
Archbishop of San Francisco

Parent-Student Handbook

TABLE OF CONTENTS

Contents

1. PROGRAM ORGANIZATION.....	5
2. MISSION STATEMENT	6
3. VISION STATEMENT	6
4. PHILOSOPHY	6
5. RELIGIOUS EDUCATION.....	6
5.1. Prayer Policy	6
5.2. Curriculum	7
5.3. Mass Attendance.....	8
6. PROGRAM PROCEDURES & POLICIES.....	8
6.1. Requirements for Registration.....	9
6.2. Archdiocesan Code of Christian Conduct.....	9
6.3. Program Policies.....	10
6.3.1. Absence Policy	10
6.4. Behavior	10
6.4.1. Arguing.....	11
6.4.2. Bathroom Behavior	11
6.4.3. Destruction Of Property	11
6.4.4. Harassment / Bullying.....	11
6.4.5. Inappropriate Language/Literature.....	12
6.4.6. Obscene Gestures.....	13
6.4.7. Property Search.....	13
6.4.8. Roughhousing / Horseplay	13
6.4.9. Stealing.....	13
6.4.10. Threats of Violence.....	13
6.4.11. Toys From Home.....	13
6.4.12. Weapons.....	13
6.5. Communications.....	13
6.5.1. Flocknote.....	13
6.5.2. News and Updates	14

6.5.3	Adult Ongoing Formation Meetings (Required)	14
6.5.4	Discipline.....	14
6.6	Special Needs - Learning Resource Program.....	15
6.7	General Information.....	15
6.7.2	Electronic Devices	15
6.7.3	Emergency Contact Information.....	15
6.7.4	Fundraisers	15
6.7.5	Lost and Found	15
6.7.6	Medications.....	16
6.7.7	Monies.....	16
6.7.8	Parent Intervention.....	16
6.7.9	Pets.....	16
6.7.10	Virus Alert.....	16
6.7.11	Volunteers.....	16
7.	APPENDICES	19
7.1.	Tuition Rates - 2024-2025.....	19
7.2.	Permission and Release Form.....	20
7.3	Archdiocese of San Francisco Media and Student Work Agreement.....	21
7.4	VIRTUS Online & Background Check.....	22

1. PROGRAM ORGANIZATION

ST. AUGUSTINE CHURCH FAITH FORMATION PROGRAM (SAC FFP)

3700 Callan Boulevard
South San Francisco, CA 94080
www.staugustinessf.org
FFP Office: (650) 873-2878
Text or VM: 650) 797-5955
Parish Office: (650) 873-2282

Sr. Maria Ruth Linaac, RVM
Director of Religious Education
staugustinecdre@gmail.com

Grade 1 Catechists

Annemarie Cruz
Stefania Campos-Pambid & Mary Rose Reyes
Imelda Medina & Russell Dela Cruz

AA1: Age-appropriate Level 1

Narcy Patio (for 2nd & 3rd Graders)
Louie Fernandez (for 4th & 5th Graders)

Grade 2 Catechists

Nerissa Broas & Sean Berber
Frances Santa Maria-Afuang
Shiony Mendoza & Mariah Tolentino
Annemarie Cruz, Chloe & Francis Reinales

AA2: Age-appropriate Level 2

Kathleen & Deo Acosta (3rd Graders)
Cecile Padua & Vicky Nuñez, (4th & 5th Graders)

Grade 3 Catechists

Noreen Abulenci, Aida Almojuela & Celina Tablante
Marivi Quiogue & Vicky Nuñez
Nelly Manuel & Sophia Manuel

Grade 4 Catechists

Donna Pon & Maria Lerma Tamayo
Noemi Diaz & Nancy Argarin
Juliet & Lourdes Quevedo

Grade 5 Catechists

Jackie Crawford & Montserat Zapanta
Lillian Mutas & Aida Cases
Yolanda Laurente & Roween Castelo

Grade 6 Catechists

Charity Garcia-Macapinlac & Corvin Macapinlac
Bert Tandoc
Buena Dandan

AA6: Age-appropriate Grade 6 | Gr 6 and above

AA6 Annemarie Cruz (1st Communion)
AA6 Linda Gamboa (1st Communion)
AA6 Heidi Caramanzana & Evelyninda Villarosa

Sped Catechists

Audrey Bayogos
Jackie Crawford
Marivic Tabora

1st Year Confirmation Catechists

Linda Del Castillo
Romy Quevedo & Elsa Rozal
Anna Silv'ry Quijano & Glenna Agbayani

2nd Year Confirmation Catechists

Matthew Diaz & Jason Nolasco
Daniel (DJ) Diaz & Jewel Molejona
Glenna Rozal & Sabina Gotuaco

MASTER SCHEDULE

Thursday, CCD Grades 1, 3, 4, 5, 6, AA6	4:30 pm – 5:30 pm	In person
Wednesday, 2 nd Year Confirmation	7:00 pm – 8:30 pm	2 nd & 4 th Wed in person
Thursday, 1 st Year Confirmation	7:00 pm – 8:30 pm	2 nd & 4 th Thu in person
Saturday, CCD Grade 1,3, 4, 5, 6, AA6	9:00 am – 10:00 am	In person
Saturday, CCD Grade 1, 3, 4, 5, 6	10:15 am – 11:15 am	In person
Saturday, CCD AA1 (2 nd & 3 rd Graders)	10:15 am – 11:15 am	In person
Saturday, CCD AA1 (4 th & 5 th Graders)	10:15 am – 11:15 am	In person
Saturday CCD Grade 2, AA2	11:30 am – 12:30 pm	In person
Saturday, CCD Sped 1 st Holy Communion	11:30 am – 12:30 pm	Hybrid
Saturday, CCD Sped Intermediate	10:15 am – 11:15 am	Hybrid
Saturday, CCD Sped Confirmation	10:15 am – 11:15 am	Hybrid

2. MISSION STATEMENT

We live God's Word and continue His Work.

3. VISION STATEMENT

Saint Augustine Faith Formation Program is a ministry that worships God, and enthusiastically manifests faith through action, with open arms for all of God's children.

4. PHILOSOPHY

St. Augustine Faith Formation Program (SAC FFP) supports the family and church community in its mission to live God's Word and continue His Work. The program offers an integral formation of the child's spiritual, moral, religious, intellectual, developmental, social, emotional, and physical aspects.

5. RELIGIOUS EDUCATION

5.1. Prayer Policy

We pray to experience a personal communication with God and to acknowledge our gift of faith as found within the community, scripture, doctrine, the Eucharistic celebration, and

Christian living. We expect to pray as a Christian student community as we begin our day, before meals, and end our day.

The program provides prayer opportunities during class, at special Masses, at our monthly Parish Holy Hour, the Living Rosary, Simbang Gabi Masses during Advent, Stations of the Cross during Lent, as well as available objects that encourage personal prayer. Liturgies and para-liturgies are intended to foster an active parish life for students and their families.

5.2. Curriculum

The catechesis of religious education follows the guidelines of the NCD (National Catechetical Directory.) The Faith Formation Program uses the Finding God Program from Grade 1 through Grade 8, published by Loyola Press.

"Finding God presents the authentic teachings of the Catholic Church through active-learning techniques that allow children to participate, learn, and grow in faith and discipleship. Rooted in Ignatian spirituality, the Finding God program engages the whole child—mind, heart, body, and soul—uniquely guiding children to practice prayer and reflection, to explore scripture, and to find God in all things." –Loyola Press

Our CCD Program continues to offer a combination of virtual and face-to-face classes.

- Grades 1, 3, 4, 5, and 6 offers hybrid classes which is a combination of online and traditional face-to-face learning in the meeting room.
- Sacramental Preparation classes for Grades 2, AA2 and AA6, holds weekly in-person meetings from 11:30am to 12:30pm.
- Our Confirmation Program offers face-to-face meetings, from 7:00pm to 8:30pm on the 2nd and 4th week of each month.
- The SPED program is for special needs students with Individualized Education Programs (**IEPs***) The program offers hybrid classes taught by Catechists who are credentialed SPED Catechists. Meetings are on Saturday from 11:30am to 12:30pm.

****A copy of child's IEP must be presented prior to acceptance.***

We offer **AGE-APPROPRIATE (AA) PROGRAMS** for late starters and/or older students.

Age-appropriate level 1 (AA1) & Age-appropriate level 2 (AA2) is a two-year Sacramental Preparation program for late starters who have not received the Sacraments of Reconciliation and Holy Communion.

AA1

- For first-time students 7-11 years of age at the time of registration.
- Public school students in 2nd & 3rd Grade attend Saturday hybrid-classes from 10:00 am to 11:00 am.
- Public school students in 4th and 5th Grade attend Saturday in-person classes from 10:15 am to 11:15 am at the Parish Hall.
- Students learn the basics of our faith in level one and upon completion of AA1, the student is promoted to AA2.

AA2

- For students promoted from AA1
- Classes are held in-person on Saturday from 11:30 am. to 12:30 pm at the Parish Hall.

- Students are prepared for the Sacraments of 1st Reconciliation and 1st Holy Communion which is celebrated in May.
- After receiving their 1st Holy Communion, the student is promoted to their corresponding grade at public school.

AA6:

A special Sacramental preparation class for older public-school students in 6th Grade and above. Classes are held in person, Thursday, 4:30 pm to 5:30 pm or Saturday, 9:00 am to 10:00 am

- For students 12-16 years of age (and above) at time of registration.
- For students who stopped attending faith formation after receiving their 1st Holy Communion or skipped 6th Grade.
- For students who have not received the Sacraments of Reconciliation and Holy Communion and wish to enroll in Confirmation.
- After receiving 1st Holy Communion, the student undergoes a special Admissions Conversation before entering the Confirmation Program.

Meeting room Sessions in three-dimensional content and sequence with an innovative scope that presents:

1. Complete Catechesis at every grade level.
2. Seen through the lens of grade-level themes.
3. Experienced within the context of the Christian Community.

Duration of the Program:

A continuous 8-year faith formation program.

The catechetical year starts in September and ends in May.

5.3. Mass Attendance

The official Archdiocesan policy expects parents to attend mass weekly with their children and to see that their children experience sacraments on a regular basis. Parents are the primary religious educators of their children. St. Augustine Faith Formation Program offers various opportunities for children to experience their shared faith through liturgies (masses) and paraliturgies (non-Eucharistic celebrations). Classes attend masses during religious seasons and on Holy Days of Obligation.

6. PROGRAM PROCEDURES & POLICIES

Catholic parents are called to the most difficult yet rewarding vocation of providing their children with the opportunity to share in their faith and family religious traditions by providing them with a Catholic formation.

The following policies have been established to facilitate communication between families and our program. In many cases policies and procedures have been established as prescribed by Archdiocesan guidelines and input from our parents. Sometimes circumstances demand that the Parent-Student Handbook be revised during the catechetical year. ST. AUGUSTINE FAITH FORMATION PROGRAM (SAC FFP) RETAINS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.

Our policies and procedures are presented in the following categorical order:

Requirements for Registration

Archdiocesan Code of Conduct

Program Policies

- Absence Policy
- Arrival & Dismissal
- Behavior
- Special Needs

General Information

6.1. Requirements for Registration

A child who is six (6) years old and is in 1st Grade can be registered into the program. Baptismal certificate must be presented at time of registration. If the child has not been baptized, please notify the Director of Religious Education to make baptismal preparations.

Transfer students must present a letter from their previous Director of Religious Education or Coordinator as well as proof of Sacraments received.

6.2. Archdiocesan Code of Christian Conduct

The Archdiocesan Code of Christian Conduct States:

The students' interest in receiving quality, morally based formation can be served if students, parents and program officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the program may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, which is consistent with the Christian principles of the program as determined by the program in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the program.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the program, as determined by the program in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the program.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the program to assist the student in meeting moral and behavioral expectations of the program.
2. Students and parents/guardians may respectfully express their concerns about the program operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

The program reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the program.

6.3 Program Policies

6.3.1 Absence Policy

The office must be notified. A letter of excuse is required. CCD students with 3 (three) unacceptable or unreasonable excuses for their absences, will cause the student to be dropped from the CCD program.

Confirmation students with 2 (two) unacceptable or unreasonable excuses for their absences, will cause the student to be dropped from the Confirmation program.

6.3.2 Arrival

SAC FFP is not responsible for students who arrive before the appointed time. There is no yard supervision offered before class.

Vehicle Drop-Off Procedures:

To ensure the safety of students the following procedures are to be followed by all parents and students.

1. Parents will arrive at assigned drop-off time at the upper parking lot for safety.
- 2. PARENTS SHOULD NOT DROP OFF STUDENTS ON CALLAN BOULEVARD.**
3. Students will exit the car and proceed to their assigned meeting room.
4. Students will continue to the meeting room and assigned seats.

6.3.3 Dismissal

Students are dismissed to the upper parking lot at the end of class. The students, along with their catechists, wait for parents in the courtyard. Parents must come to the courtyard to pick up their children and escort them to their cars. In the event of a rainy-day students may wait by the entrance to the parish hall. Otherwise, the students will be seated on the courtyard-bench.

Students are not allowed to leave until picked up by their parent(s) or guardian.

Each family must have an alternative contact and/or authorized people (grandparents, program families, etc.) to whom a student can be released at dismissal.

STUDENTS SHOULD NOT BE PICKED UP ON CALLAN BOULEVARD.

6.3.4 Parent Traffic

Remember that **STUDENTS ALWAYS HAVE THE RIGHT OF WAY**. Cars must yield for safety's sake. Drivers are expected to cooperate with and follow directions.

6.3.5 Emergency Dismissal Procedures

SAC FFP follows the Parish Emergency Guidelines. (See Red Binder at the Parish Office.)

6.4 Behavior

We believe that each child has the RIGHT to learn in a Christian environment that fosters love and directs the child toward responsible behavior. Discipline is prescribed when a student demonstrates an attitude or behavior that is not in accord with what Jesus called the greatest

commandment: "to love God and to love one another." Appropriate Christian behavior is expected of our students. SAC FFP has set rules and regulations to promote learning and student safety. Rules and expectations are published in the Parent-Student Handbook and are reviewed with students, in class, by the catechists.

PARENTS SHARE EQUALLY WITH STUDENTS, CATECHISTS, AND PROGRAM STAFF IN PROMOTING PROGRAM DISCIPLINE AND APPROPRIATE BEHAVIOR.

Some examples of our expectations are listed below.

6.4.1 Arguing

Students can learn to interact in appropriate ways with adults and peers. An assumption of being at a faith formation program is that each child must abide by rules of "Christian Fair Play."

6.4.2 Bathroom Behavior

BATHROOMS ARE FOR THE PURPOSE OF PERSONAL CLEANLINESS AND HYGIENE.

- Bathrooms are not for playing or socializing.
- Bathrooms may not be used before program without catechist permission.
- Students must take the most direct route to and from the bathroom.
- Students are expected to be quiet while progressing to and from the bathroom.
- Students will conserve water and paper supplies.

6.4.3 Destruction Of Property

Destruction or loss of individual, program, or parish property, whether deliberate or not, is the responsibility of the student and the student's family. Students and/or families will either repair or replace the lost or damaged item.

6.4.4 Harassment / Bullying

The Archbishop of San Francisco has promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. A supplement to that policy was added specifically focusing on student-to-student harassment. The policy serves as a tangible witness to Catholic commitment to live, love, and respect others as Jesus did.

- **Harassment In General - Bullying**

Catholic teaching and practice affirm the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a program environment, which is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, mental condition, or gender. Harassment of any student by any other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect.

- **Sexual Harassment**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following: verbal harassment (sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets), written harassment (suggestive or obscene letters, notes, or invitations), physical harassment (unkind, immoral and / or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement), and visual harassment (leering, gesturing, display of sexually suggestive objects or pictures, cartoons, or posters).

- **Disciplinary Action**

The policy prohibits student-to-student harassment whenever it is related to program activity or attendance and occurs at any time including, but not limited to, any of the following: while on program grounds; while going to or coming from program; during the lunch period whether on or off campus; during or while going to or coming from an environment come to the attention of the program, this too may serve as grounds for discipline as students of Archdiocesan programs are expected to conform their lives to Christian principles at all times.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the program.

- **Student Responsibility**

It is the student's responsibility to conduct himself or herself in a manner that contributes to a positive program environment. Students will not commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, catechists, or staff members.

- **Administration's Responsibility**

To promote an environment free of harassment, the director shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Catechists shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. The program will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional, and thorough manner. A complete copy of the policy, including detailed policies on child abuse and workplace harassment, is available in the program office.

6.4.5 Inappropriate Language/Literature

Obscene language (including swearing, ethnic slurs, and inappropriate song lyrics or reading material) is not acceptable and may result in disciplinary action. Respecting the feelings of others

is an essential part of Christian attitude. Students are expected to be considerate of the feelings of others.

6.4.6 Obscene Gestures

The use of obscene gestures is immature, unacceptable, and non-Christian behavior. Such gestures are grounds for serious consequences.

6.4.7 Property Search

The program reserves the right to search through anything brought by students onto program property.

6.4.8 Roughhousing / Horseplay

This type of behavior often results in injury to a child and so is NOT ALLOWED. Disciplinary action will be taken if the behavior continues. Any form of KEEP AWAY (or any game without set rules) is considered ROUGHHOUSING.

6.4.9 Stealing

Students are expected to respect the property of others. Items taken without permission will be returned or replaced. A parent/teacher conference will be necessary if the problem is habitual.

6.4.10 Threats of Violence

Threats of violence are considered of a serious nature and as inappropriate behavior. SAC FFP has a zero-tolerance policy for threats or actual violence. Threats of physical violence or coercion are not tolerated. Students and parents are expected to report knowledge of any such threats to the program. The local authorities may be contacted.

6.4.11 Toys From Home

Students are to leave their toys at home unless they have prior approval from the catechist to bring them to the program. This applies to all types of toys and collectibles, including baseball, basketball, Pokemon, and other trading cards. Fidget-spinners and other trendy toys are not allowed. The catechist may take toys brought to the program without permission. Toys are the sole responsibility of the student. NO DANGEROUS OR THREATENING "TOY" MAY BE BROUGHT TO CHURCH AT ANY TIME.

6.4.12 Weapons

Weapons (any objects which might cause bodily and/or psychological harm including toy guns, guns, knives, incendiary devices, or any items which may be construed as having the potential for harm, etc.) are forbidden and are grounds for being dropped from the program.

6.5 Communications

6.5.1 Flocknote

SAC FFP is currently using Flocknote to communicate messages by email and text message. It can also be used for emergency notifications and general program messages. If you do not wish to be contacted by text, please contact the office and inform them of your preference. **Opting out will stop all communications regarding the program's activities and/or emergencies.**

6.5.2 News and Updates

Program updates can be found on SAC FFP's Activities page at <https://www.staugustinessf.org/ffp-activities-page>

The Parish Bulletin is prepared and issued by the parish secretary. It is downloadable at: <https://www.staugustinessf.org/bulletin>

Class schedules can be viewed by clicking on the button under the photo of your child's Catechist at: <https://www.staugustinessf.org/ccd-and-confir-mation-calendars>

6.5.3 Adult Ongoing Formation Meetings (Required)

There are 4 required family meetings held on Thursday evening at 7:00 pm and Saturday morning at 10:30 am. Families are encouraged to attend the day and time that is convenient for their family. Dates can be found in your child's class calendar. The meetings are typically an hour long and are held in lieu of a class. Occasionally, a family activity is involved which may cause the meeting to go on for over one hour.

6.5.4 Discipline

Discipline is the student's ability to manage him or herself within the limits set by program policies and procedures. Parents share equally with the catechist the responsibility for discipline. Parents, as co-educators of their children, realize that there will be times when a student steps from the area of student right into an area of student irresponsibility. It is the responsibility of the catechist not to permit the student to maintain irresponsible behavior within the program or meeting room. There will be times in which situations must be referred to the parents for action and support of the catechist's action.

Each student has a right to learn in a Christian environment. Catechists have the right to expect student behavior that allows catechists to teach and students to learn. Students and catechists share the responsibility to maintain such an environment. Each catechist has set rules to meet the needs of his/her individual class. Each child is also made aware of the program rules as set forth in the Parent-Student Handbook. Parents share the responsibility for guiding their child/ren toward responsible behavior and providing Christian examples. By choosing to break a rule a child has also chosen to accept the consequences of his / her behavior.

Following are several different means of discipline, and these steps need not be taken in sequence. Consequences are given based on the severity of the misbehavior and the judgment of the catechist and/or director.

- **Verbal Communication**
A catechist will discuss inappropriate behavior with the student, encouraging the student to understand the consequences of the behavior and to explore more acceptable choices for future behavior.
- **Written Communication**
A catechist or the director may communicate with parents by written communication which may be in the form of an email.

6.6 Special Needs Program

The Sped program is for families who have children with special needs who attend a Special Education Class in public school and have an IEP. Sped offers preparation for the Sacrament of Reconciliation, Holy Communion and Confirmation. Our program works well for children who experience faith formation in a typical setting but requires lesson modifications and accommodations that make ideas understandable.

Lessons in the curriculum are differentiated to address the needs of the students. Our Catechists who teach this special class are credentialed Special Education Catechists who have volunteered to share their talents and expertise.

6.6.1 CCD For Sped (for students with IEPs) Offers the following:

- Sped fhc prepares the student for the Sacrament of Reconciliation and Holy Communion for students with special needs who have an Individualized Education Program (IEP).
- Sped intermediate is the continuation of the Catechism class after the students have received First Holy Communion to learn more about the faith.
- Sped Confirmation prepares the students for the Sacrament of Confirmation

6.6.2 IEP Clause:

Parents must provide a copy of the student's IEP for review prior to acceptance to the program.

6.6.3 Sped RCIA

SAC also offers Sped RCIA (Rite of Christian Initiation of Adults) under the direction of Deacon Nestor Fernandez II. For information please call, Deacon Nestor Fernandez, Director of the St. Augustine RCIA Program at (415) 672-5252.

6.7 General Information

6.7.1 Official/Legal Names

Student records are to reflect the legal name of the child at birth (as documented on the birth certificate). The program cannot change a child's legal name unless there are appropriate legal documents submitted to the program office.

6.7.2 Electronic Devices

The use of electronic devices is not allowed during class.

6.7.3 Emergency Contact Information

Updated Emergency Contact Information is required to be on file in the program office before the first day of the program. The office **MUST BE INFORMED** of any changes in emergency information (address or phone number, medications, etc.).

6.7.4 Fundraisers

Parents are highly encouraged to support the program's non-mandatory fundraising efforts to model Christian stewardship.

6.7.5 Lost and Found

The program is not responsible for lost articles; however, proper labeling facilitates prompt return of lost articles. **PLEASE LABEL ALL THE CLOTHING AND SUPPLIES.**

6.7.6 Medications

It is strongly recommended that faith formation program personnel not assume responsibilities of administering or acting as custodian of prescription medicine for students. This should remain a parental responsibility especially with elementary program students. However, the director has discretion in this matter in the case of extreme or unusual conditions.

6.7.7 Monies

ALL PAYMENTS (tuition, fees, donations) should be in a SEALED ENVELOPE marked with STUDENT NAME and PURPOSE OF MONIES. Every effort should be made to pay by check, money order, or charge. CATECHISTS/STAFF ARE NOT RESPONSIBLE FOR LOOSE MONIES.

6.7.8 Parent Intervention

Parents are expected to model good Christian behavior in solving conflicts in a peaceful manner. It is not acceptable for parents to confront students and other parents. If a student has a misunderstanding or dispute with another student, program personnel should be notified, and the incident will be dealt with as a program matter.

6.7.9 Pets

For safety reasons, pets will not be permitted on program property at any time.

6.7.10 Virus Alert

Parents must call the office on the first day of a child's illness stating the nature of the illness, expected duration, and what arrangements are to be made regarding make-up work. It is essential that we know the nature of the illness in case we need to alert other families.

6.7.11 Volunteers

The Archdiocese of San Francisco has requested that any person who works with students needs to complete the required VIRTUS training and a Background Check. This certification must be renewed every three years. The directions to the website may be found in the APPENDIX.

6.7.12 Program Requirements

- Regularly attend Mass on Sundays and Holy Days. If unable to attend in person, attend through the live-streamed mass.
- Participate during scheduled classes.
- Fulfill required homework, assignments and Parish involvements.
- Bring textbooks, pen/pencil, and notebook to class.
- Students attend Advent and Lenten Penance Services (Grades 3-6 & Confirmation.)
- Students attend and participate in the schedules Retreat (Grades 6, AA6 & Confirmation).
- Attend the Agape Dinner for 1st Communicants & their families (Grades 2, AA2 & AA6)

6.7.13 Expectations of Parents

- Attending scheduled meetings/sessions, i.e. the 4-adult ongoing formation family sessions.
- Must submit an Authorization/Consent for student to attend Virtual Classes. **Students without parental consent will not be admitted into the Zoom class.**
- Virtus Safety Training is conducted annually. Parents who **do not** want their child to attend must complete an Opt-out Form.
- Submit written notes regarding student absences, *i.e. illness, emergencies and major school events.*

- Comply with Yard Monitor Schedule sign-ups as required.
- Encouraged to support non-mandatory annual fundraisers, food drives, personal-hygiene-kit drives, or charitable missions.
- Must pick up students from the Courtyard **on time!**
- Parish involvement with your child.
- Register as a parishioner of the parish.
- Regularly attend Mass on Sundays and Holy Days.
- Maintain open communication through phone calls, texts, emails, letters, and/or in-person meetings.

6.7.14 Faith Formation Program Activities

Services, Retreats and Recollections:

- Penance Service for Grades 3 to 6 during Advent & Lent
- One Day Recollection for 6th Grade and AA6 Students.
- 2-day Onsite Recollection for 1st Year Confirmation Students.
- 3-day/2-night Away-Retreat for 2nd Year Confirmation Students.

1st Communicants:

- Celebration of 1st Reconciliation
- Rite of Enrollment
- Rehearsals for 1st Communicants, Parents, Catechists
- A special year-end Agape Dinner for 1st Communicants and their parents.

Confirmation Program:

- Stewardship Hours for 1st Year (10 hours) and 2nd Year (20 hours) Confirmation Students. Stewardship Hour forms must be completed and submitted to their Catechist for credit.
- 2nd Year **Students and Sponsors** must attend the following Masses/Activities:
 - Welcome and Presentation of Confirmation Candidates
 - Rite of Recognition
 - Rite of Affirmation
- Reflection for 2nd Year Students, Sponsors, Parents, Catechists
- Rehearsals for 2nd Year Students, Sponsors, Parents, Catechists

Full List of Family Activities

Parish involvement of students and their families for all Grade Levels.

- Orientation Meeting
- Required Adult Ongoing Formation: 4 in-person sessions attended by students, parents and catechists. Meetings are held in lieu of a class. Attendance is checked.
- Yard Monitor Community Service for parents (all grade levels) to ensure the safety of the children while attending class.
- Annual canned food drive.
- Annual personal-hygiene-kit drive.
- Annual fundraisers.
- Parish Holy Hour (1st and 3rd Wednesday of the month.)
- Traveling Vocation Cross.
- All Saints Costume Parade. No tricks, only treats! Students dress up as a Holy Person or Saint. The children participate in a costume-parade and receive treats!
- Simbang Gabi, a Novena of 9 evening masses during the Advent Season (Dec 15-Dec 23.) Attended by students, parents and catechists. The families of each grade are highlighted during an Offertory Procession at assigned Masses.
- Christmas Eve, Dec 24th - Children's Mass and Christmas Pageant (elementary level.)
- Annual Walk for Life – Mass and SF walk.
- World Day of the Sick - Mass and project.
- Marian activities: Living Rosary in October and May Floral Offering.
- Year-end Thanksgiving Mass.

7. APPENDICES

7.1. Tuition Rates - 2024-2025

Schedule of Fees

Tuition Fee

1 Student	\$ 80
2 Students from the same family \$140 sibling #1	\$ 60
3 Students from the same family \$200 sibling #2	\$ 60

Other Fees - for 1st Communicants Only

Agape Dinner (for Grade 2, AA2, AA6 & Sped FHC)	
Student + 1 Guest	\$ 40
Student +2 Guests	\$ 60

Retreat Fees

Grade 6 and AA6	\$ 70
1st Year Confirmation	\$ 90
Retreat Fee which includes food and needed supplies. Discount incentives do not apply. Onsite Retreat is 1 ½ days.	
2nd Year Confirmation	\$200
Retreat fee includes round trip bus transportation, food, and lodging. Friday evening to Sunday afternoon.	

LATE FEE PER STUDENT APPLIES AS OF SEPTEMBER 1ST	\$ 30
---	--------------

7.2. Permission and Release Form

The program reserves the right to use student pictures on the program web and social media sites and other print and non-print media unless a family gives non-permission in writing to the program. The following form is used for parents to complete each year.

PHOTO PERMISSION AND RELEASE FORM

(Photograph/Video/Film, Project/Program Website)

I, _____
Parent/Guardian

Authorize: _____
Child/ren Name

Grade (s): _____

to have his/her pictures/video be used for the yearbook, newsletters, web and social media sites, end of the year video or for any advertising purposes related to St. Augustine Faith Formation Program.

I specifically understand that St. Augustine Faith Formation Program shall hereby retain any and all rights in the photograph(s) and/or video/film production and/or program website, including but not limited to the rights to reproduce, copy, edit, exhibit, publish, or distribute such photograph(s) and/or video/film and/or program website

PARENT OR GUARDIAN

SIGNATURE: _____

DATE: _____

7.3 Archdiocese of San Francisco Media and Student Work Agreement

St. Augustine Faith Formation Program requests your consent for faculty and staff to use photos or videos of your child, as well as your child's work, in program publications, both in print and online. Photos, videos, and student work is published to promote the program, Catholic education and students!

Definitions

Media: photos, videos, or audio recordings

Publish: distribution of media online, in print, or elsewhere such that it is publicly accessible

Media Policies for Families

Media taken by students or families at programs or program events are for private use only.

Media depicting anyone in the program community may not be published or posted online (even to a small group) without the consent of that individual and/or their legal guardian.

Posted media will be removed ASAP if requested by an individual or their legal guardian.

___ We agree to comply with the Media Policies for Families.

Media Policies for the Program

Media taken by program staff in meeting rooms or at program events will be stored securely.

Media depicting anyone in the program community will not be published without the consent of the individual and/or their legal guardian.

For safety and privacy, student names will not be included with any published media.

___ The program may publish media of the student named below.

Student Work Policies for the Program

Student work will only be published with the consent of the student and their legal guardian.

Student work will only be published with the intent to celebrate the student, promote the program, inspire educators, or for educational purposes.

Published student work will not include media depicting the student unless the student's legal guardian has also consented to media publishing.

___ The program may publish work by the child named below.

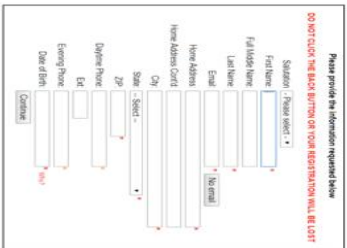
This consent will remain in effect until such time as I inform the program otherwise.

Student Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

VIRTUS Online & Background Check

	Registration Instructions Archdiocese of San Francisco
Before completing Protecting God's Children training online, all participants must first register with VIRTUS Online. Please click on the VIRTUS link to access the VIRTUS Registration page: https://www.virtusonline.org/virtusreg_2.cfm?theme=0&reg=37526	
Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names.	
Click Continue to proceed. Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, and Date of Birth. (Note: Do not click the back button or your registration will be lost!)	
Click Continue to proceed. Select the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location. Note: If you serve at multiple ecclesial locations, you will be prompted to select those additional locations in future screens(s).	
Your selected location(s) are displayed on the screen. Select YES if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.) Otherwise, if your list of locations is complete, select NO.	

	Registration Instructions Archdiocese of San Francisco
Select the role that you serve within your parish. Please select the primary role that applies. Click Continue to proceed.	
All registrants must please read the Archdiocese of San Francisco, Policies and Procedures Regarding Child Abuse Download the Policies and Procedures Regarding Child Abuse by clicking the PDF icon or on the preferred language. Once the document and reading is complete, close the screen and return to the VIRTUS registration screen. To proceed, please provide your electronic signature and today's date.	
Click Continue to proceed.	
All registrants must please read the Archdiocese of San Francisco, Standards of Conduct. Download the Standards of Conduct by clicking the PDF icon or on the preferred language. Once the document and reading is complete, close the screen and return to the VIRTUS registration screen. To proceed, please provide your electronic signature and today's date.	
Click Continue to proceed.	
Click inside the circle to select the Online Training you wish to complete.	
Click on the green circle to begin the Online Training Upon completion, the last screen will allow you to print a certificate, and you will always have the ability to log back into your account and access the certificate.	
If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-641-5870. Thank you!	

**Please make sure you have your Driver's License and Social Security numbers handy.*