



Catholic Faith Communities of Cecilia
St. Joseph and St. Rose of Lima Catholic Churches
Faith Formation Program
Fr. Gregory P. Cormier, Pastor
Heidi Robin, Director of Faith Formation



Student / Parent Handbook

STUDENT EXPECTATIONS

- Students must come to class on time and prepared, meaning they must bring their textbook, folder, a pen or pencil, any assigned homework, a small snack (no nuts, please!), and water to class. Snacks must be individually wrapped/contained and water only in a closed container. No juice or soda.
- Students must be courteous and respectful at all times, just as they would be expected to behave in school, in Mass, or with you in public.
- No disrespectful behavior or language is allowed. Disruptive behavior will result in disciplinary action and/or dismissal from the program. This includes bullying of any kind! Those dismissed from the program will be required to pay for and complete the online course at home for an additional and non-refundable fee of \$25.
- **NO SPORTS BALLS OR TOYS ALLOWED.** Please do not send your child with any of these items. Breaks are short and for bathroom breaks and snack time. They will be allowed to “play”, but we cannot allow balls or toys due to liability reasons. Leave them home!
- If your child brings a cell phone, it will be collected by the teacher at the beginning of class and given back at dismissal. Phones **WILL NOT** be used in the classrooms. If there is an emergency during class time, you will be contacted by the teacher or the director. **Please follow the rules! We have rules to keep our children SAFE! If a student is caught with a cell phone after they have been collected by the teacher, it will be taken. If this happens more than once, the parent will be called to pick up the child and they will be marked as an unexcused absence.**
- Please do not attend if you or a household member, such as a sibling or parent, have had fever or vomiting in the last 24 hours or is being actively treated and/or medicated for a contagious illness. Illnesses are counted as an excused absence.

STUDENT SUPPLIES

- Every student will be given a textbook and folder to transport classwork, homework, and other important information to and from the home and classroom. Please make every effort to keep this folder in pristine condition. They must be turned in at the last class so we can reuse them the following year. They **MUST NOT** be written on or decorated with stickers or art, etc. **Please leave them AS IS. If they are unable to be returned or reused, you may incur a replacement fee of \$20 per textbook and/or \$5 per folder.**
- Homework (grades 1-7) should be done after each class and kept in your folder. Homework packets will be turned in at the end of the year and should be complete.

ABSENCE POLICY

- If you are absent for any reason other than illness, you must attend mass at any other available time and location, sports/dance/cheer tournaments and vacations included. www.masstimes.org is a great resource to find any Catholic Church in the USA to attend at a specific time.
 - Students are only allowed THREE unexcused absences and FOUR total absences per year, including excused absences. You must report all absences by filling out the Absence Form found at www.stjosephcecilia.com/faith-formation-info. Scroll to Parent Links to find the pink button for this form.
 - Students who miss 5 or more total classes, excused or not, will be REQUIRED to take the online class for their current grade level before being allowed to register for the next grade. They must pass the online class with a score of 80%. There will be NO EXCEPTIONS to this rule! The online class will cost you an additional and non-refundable \$25 and will need to be completed by July 31st to register for the next grade level.
 - Excused absences will be determined by the director on a case-by-case basis.
 - If your child misses a class and no absence form is filled or any attempt is made to notify the director, the absence is automatically unexcused. Reminders will be sent ahead of the class date with the link to the form.
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SAFE ENVIRONMENT

Please view the short videos below that are designated for your child's grade level.

-  Protecting God's Children - Grades K-5.mp4
-  Empowering God's Children - Grades 6-8.mp4
- You can review all Safe Environment info here:
 -  Parent Safe Environment Handouts
- You may also review Safe Environment Information on our website at www.stjosephcecilia.com/faith-formation-info. Scroll down to Parent Links to find the Safe Environment section.
- Every teacher and volunteer is trained through the Diocesan Safe Environment Office Program. Each person undergoes a legal background check as well.
- If your child has a complaint about a teacher or any other adult crossing a boundary and making them feel unsafe, please report this activity to the director immediately! Failure or delay to report could put your child and other children at further risk.
- Our number one priority is to keep your children safe. We do this by making sure our teachers are fully trained and have impeccable reputations. While we do our best, anything can happen, and we vow to act swiftly and justly to any and all issues that arise. Your cooperation in keeping all the children of our parish safe is very important and greatly appreciated.

Parental/Guardian Responsibility and Involvement

- Registration fees should be paid on time and are NON-REFUNDABLE. The deadline for registration is July 31st. Anyone registering after July 31st will incur a \$25 late fee and may not receive their child's textbook or materials on time for the first class.
- **GROUPE - Parents are required to join the GroupMe Communication app to remain updated on everything happening within the program.**
 - This will be THE ONLY method of mass communication used between parents, teachers, and the director!
 - Failure to download the app, join the correct group, mute the chat, or not check the chat on a regular basis may result in your child missing a class, failing to turn something in on time, etc. **It is the parents' responsibility to remain informed!**
 - Access the correct parent groups here:
 - PK/K (Early Learning) - https://groupme.com/join_group/107445442/oOZVVF9Q
 - 1st Grade - https://groupme.com/join_group/114863222/8VNsLXR
 - 2nd Grade - https://groupme.com/join_group/107445511/Rt0Za8ia
 - 3rd Grade - https://groupme.com/join_group/107445618/O19bkddg
 - 4th Grade - https://groupme.com/join_group/107445623/nSC6QbPj
 - 5th Grade - https://groupme.com/join_group/107445628/dEcGIDX2
 - 6th Grade - https://groupme.com/join_group/107445631/EDUCW6RO
 - 7th Grade - https://groupme.com/join_group/107445635/Gy6I4v93
 - Confirmation - https://groupme.com/join_group/107445640/aFagooRG
- Parents/guardians must uphold their responsibility for making Faith Formation **top priority** within the family schedule. It should come before any and all extra-curricular activities. This is the vow you took as a parent when you baptized your child(ren) into the Catholic Faith, and therefore, it is your responsibility to see to your child's spiritual life and religious education. Your child's soul is worth the time and effort!
- Parents/guardians should bring their children to every class prepared and on time.
 - Drop-off for **grades 2-7** begins at 8:20 am. Please do not drop your child off before this time or leave them unattended. Make sure a teacher is aware that your child has arrived. Pick-up begins at 10:45 am. If you are not attending the 11:00 am Mass, please park across the street so you are not blocking parking for those attending Mass.
 - If your child is attending 11:00 am Mass you must meet them after class and escort them to the church. Because we have no way of knowing who is attending Mass or not, teachers are not responsible for getting them to the church. Make sure to pick them up from the classroom buildings and have them walk with you.
 - Drop-off for **grades PK-1st** begins at 10:45 am. If you are not attending 11:00 am Mass, please park across the street and walk your child to their classroom. Please do not drop your child off before 10:45 am or leave them unattended. Make sure a teacher is aware that your child has arrived. Pick-up begins at 12:00 pm. **Sometimes, Mass will go past 12:00. You should not leave Mass to pick them up. Teachers will not leave your child unattended and will remain with them until every child has been picked up.**
- Parents/guardians should institute, if not already have, a time for family prayer and reflection. This can be 5 minutes before bed, a family rosary together, or simply discussing the gospel for that weekend. You can access the daily and weekly mass readings at bible.usccb.org.

MASS ATTENDANCE

FAMILY MASS ATTENDANCE IS REQUIRED, NOT OPTIONAL - EVERY WEEK!

This applies to weekly mass obligations AND holy days of obligation, even when catechism classes are not in session. Not only for Faith Formation, but more importantly, for all practicing Catholics. If parents/guardians do not prioritize the faith, neither will the children. Ecclesiastical studies show that if the parents do not make faith a priority, 85% of children will decide they want to leave the church by age 13. YES! AGE 13! Of course, students may also attend Mass on Saturday evenings or at another Catholic church, if not in our parish, but they must attend every week, regardless.

Non-denominational or any other denominational Christian church attendance is NOT a substitute for the Catholic Mass and therefore is NOT accepted as Mass attendance.

Saturday evening weddings, even Catholic weddings, also do NOT fulfill this requirement.

HOLY DAYS OF OBLIGATION IN THE UNITED STATES

Diocese of Lafayette Office of Worship - In 1991-1992, the National Conference of Catholic Bishops in the United States, with the confirmation of the Apostolic See in Rome, issued the following decree pertaining to Holy Days of Obligation for Latin rite Catholics in the United States.

Mass times held in our parish for these Holy Days will be sent to you ahead of time so you are able to make plans to attend.

In addition to Sundays, the days to be observed are as follows:

The Solemnity of Mary, Mother of God - January 1

The Solemnity of the Ascension - 7th Sunday of Easter

The Solemnity of the Assumption of the Blessed Virgin Mary - August 15

The Solemnity of All Saints - November 1

The Solemnity of the Immaculate Conception - December 8

The Solemnity of the Nativity of Our Lord Jesus Christ - December 25

PARENT ACKNOWLEDGMENT - PLEASE COMPLETE THE FORM LINKED HERE ONCE YOU HAVE READ THIS ENTIRE DOCUMENT THOROUGHLY!

<https://forms.gle/eDYM0N5Ck8PzPJhr8>