

ST. KEVIN & PRECIOUS BLOOD CHURCH

STUDENT HANDBOOK



REGISTRATION
INFORMATION

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IMPORTANT INFORMATION



ATTENDANCE

Regular attendance for all class session, Sunday Mass and Holy days of Obligation are mandatory. No more than 3 absences will be allowed. Missed Classes will require a written makeup assignment completed by the following week. The written assignments are not an alternate for Saturday preparation classes and should be used only in emergencies. Non- submission assignments by the end of the year will require a repeat of the program.

Students MUST be on time for classes. Any student that arrives after 15 minutes of the class start time is late. Three tardy behaviors will be regarded as ONE day of absence. Parents/Guardians MUST commit to supervise their child when enrolling in the program to ensure timely arrival always.

Mass Attendance

Students MUST attend ALL SUNDAY Masses and ensure their attendance forms are submitted for signing. Students MUST always sit in the assigned areas for them to be visible during the Mass. If it is observed that the student is misbehaving or distracted during the mass the attendance form will NOT be signed. Unsigned forms will mean that a student did not attend mass.

Parent's/guardians MUST display

PARENT'S/GUARDIANS MUST NOT REMOVE CHILDREN FROM THE CHURCH DURING THE CELEBRATION OF THE MASS

PICK UP PUNCTUALITY OF PARENTS

Parents that opt for their child to be picked up MUST ensure they are present at the indicated class schedule end time. Please be considerate of the volunteers that also have other commitments. The Religious Education Program requests that parents respect the time of our volunteers and not utilize the program as a "day care" Center.

IMPORTANT INFORMATION

Payment of Fees

Upon registration of the child(ren) into the program, parents/guardians **MUST** pay clear attention to the Payment of Fees. It is your responsibility to plan and keep records of your payments.

Communication with the Director is important so that invoices could be adjusted when a longer payment plan needs to be considered.

Parents/guardians that are not able to cover any or some part of the costs **MUST** agree to offering some extra volunteer hours to the Religious Education Program as a “goodwill gesture” when consideration is given to a fees waiver.

All fees **MUST** be paid in full by March 31 of the year you are registering your child. Late fees: A LATE FEE will be added to your balance after March 31st.

Documents

All Birth/Baptism/First Communion Certificates **MUST** be submitted by December 31 in the year you are registering your child.

FUNDRAISING/FOOD SALES

In the event where money is collected/ raised, it is the Director of the Program and the Catechetical team’s decision to utilize these funds in a way that is most fitting to the program as a whole.

PHOTOGRAPHS (this includes video or still photography, in digital or any other format, and any other means of recording or reproducing images)

Parent’s/guardians will give consent for photography of their child(ren) during events or ceremonies of the parish. The consent includes authorizing the photographs to be for educational, public relations, marketing, news media, and creating memorable parish moments.

PARENT’S/GUARDIANS SERVICE HOURS

There is a requirement to complete 10 service hours while your child is enrolled in the program. Your openness to this invitation is important as it is a visible sign of your faith commitment and a great teaching moment for your child(ren).

COMMUNICATION



WHATSAPP

This is a text messaging system that the Religious Education Program uses for communicating with parent's/guardians regarding different matters of the program. Cell phone numbers are necessary for this system and must be made available to the Office for all communications. All cell phones must be able to receive messages from the Religious Education Program. Please ensure to inform the office also if any of your cell phone numbers change.

LANGUAGE

Under no circumstance are students to use inappropriate language to anyone at any time during the program. The use of swear words, insults, and terminologies/words will not be tolerated within the boundaries of the Parish or towards anyone during the course of the Program.

DRESS CODE

The reverence and respect of our bodies will be observed at all time during the program. This includes respect for all candidates and adult leaders as well as appropriate dress for all classes, Mass and retreats. All dresses and skirts are to be maintained at knee length or lower. There are to be no tight jeans or tight fitting maintained outfits permitted. All jeans must be worn without any display of undergarments. No vests or cut off sleeves are permitted. Failure to comply will require the student to return home to change and then return to class with the appropriate dress code.

ALL PARENTS/GUARDIANS are requested to advise their children of proper and appropriate forms of respect and behavior at all times when they are within the boundaries of the Parish or Parish School.

All candidates enrolled in the Religious Education Program will undergo the following disciplinary action if any of the above is not complied with during the year:

1st offense: Parent will be asked to remove child from the class session

2nd offense: Student will be removed from the program.

BAPTISM INFORMATION



If you are enrolled in the First Communion Program:

Students ONLY in their second Year will receive Baptism.

No student in Year One will receive Baptism because of the need to undergo some preparation classes. This preparation class is considered when the student successfully completes Year One.

If your child turns 13 years of age during Year One of the First Communion Program he/she will be transferred into Year One of Confirmation. This means in year two of enrollment he/she will enter Confirmation Year One. When your child enters year three of enrollment this will be his/her second year of Confirmation. At this time your child will be prepared to receive Baptism, First Communion & Confirmation at the Easter Vigil of the third year of enrollment.

If you are enrolled in the Confirmation Program:

Students ONLY in Year Two of Confirmation will receive Baptism, First Communion & Confirmation at the Easter Vigil Mass. (no exceptions!)

Year One of Confirmation will be a preparation year for these three sacraments of initiation.

FIRST COMMUNION: Students that are already baptized and enroll in the Confirmation Program, will receive First Communion and Confirmation in the Confirmation Ceremony Mass at the end of Year Two

Reimbursements

There will be NO reimbursements of Fees after October 12. All payments made after this date is final.

GUIDELINES FOR FIRST COMMUNION PARENTS/GUARIANS

DRESS CODE

BOYS- basically there are two options: All white or black and white. For those that choose black and white, the norm is black pants and long sleeved white shirt. Short sleeved shirts and coats/suits are optional. The Filipino barong is acceptable.

GIRLS- White is the acceptable color. Veils are optional. However, gloves are not recommended as they are obstructions during communion when receiving host in the palm of the hand. Proper dress shoes are recommended. NO tennis shoes, flip flops or sandals allowed.

GIFTS FOR BLESSING:

It is recommended that parents and/or padrinos/madrinas prepare simple gifts for the candidate. Please do not overload the candidate into carrying too many things. Recommended gifts are: first communion candle, rosary or scapular, prayer/mass book or bible. These are to be given to the candidate before the Mass. It will be blessed after Communion. If you are giving jewelry to the candidate (chains, bracelets or rings) please ensure they are wearing it before the Mass starts.

PHOTOGRAPHY

All photos will be taken by the official photographer. **THERE WILL BE NO PHOTOGRAPHS DURING THE COMMUNION.** The photographer will take your order and make appointment for the photo shoot, if you wished to. Please advise all families and friends to observe the solemnity of the celebration by not taking pictures during the ceremonies. Too many people taking pictures is taking away the purpose of the ceremonies and is a distraction. We appreciate your cooperation very much. Please follow the ushers.

If outside photographers are sighted in the Church during the ceremony and display the children's photos after the mass, please note that it is illegal to take photos of minors without the consent of the parent's. Parent's/guardians should report any photos of their child displayed without their consent to the police.

PRIEST STIPEND

The Program requests also a contribution towards the stipend of the priest that will celebrate the First Communion Ceremony. This is a request where your response is voluntary. Please be clear that it is **ONLY** for the stipend of the priest and not for any decorations or flowers for the ceremony.



FIRST COMMUNION CEREMONY INFORMATION

ATTENDANCE FOR REHEARSALS

Attending Rehearsals for Confirmation & First Communion Masses as compulsory. The parent/guardian agrees that any absence from these scheduled rehearsals by students/sponsors (especially for Confirmation) will result in a delay in the reception of the Sacraments.

The parent/guardian also agrees to communicate in a documented manner any arising issues that may pertain to their child's absence for any scheduled rehearsal. This maybe accompanied by a phone call.

FIRST COMMUNION

Year Two Retreat Attendance is agreed on for all students enrolling into Year Two of the First Communion Program. Absenteeism from the retreat will mean a delay of the Sacraments. It is the responsibility of the parent to seek a similar retreat specifically for First Communion at other Catholic parishes in the Archdiocese.

YEAR TWO SACRAMENTAL CLASSES

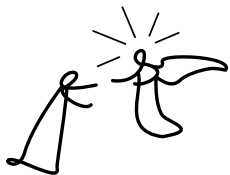
The Sacramental classes are specifically focused for students in Year two that have ONE HOUR added to their regular schedule on the second week of classes after each New Year. This means that in January, the week after the students arrive back to classes, all Year two students will have THREE HOUR CLASSES. Please ensure the following when this schedule goes into effect: Students are well rested the night before A healthy breakfast is provided to your child before coming to classes. Snacks and drinks are packed for them during their day at classes.

Sponsors for FIRST COMMUNION Mass

The guidelines for the reception of the Sacrament of the Eucharist DOES NOT REQUIRE A SPONSOR.

In consideration of the cultural and traditions of our Hispanic brothers and sisters, we invite individuals to accompany the children during the **First Communion Mass**.

One or two individuals (not more then two), could be any persons that the parents/guardians consider as important in the life of faith for the child. It is recommended that the parents accompany the child.



CONFIRMATION INFORMATION

Confirmation Dress Code

Below is the dress code that is to be followed for the Confirmation Ceremony. Please keep in mind that this is a church event and should not be compared to the dress style that would be appropriate for a graduation or a prom. Please use good judgment in selecting your attire.

NOTE: NO CLASS/ GROUP IS TO USE ANY MANNER OF DRESS (e.g. gowns, sashes, ties, etc) THAT WOULD DISTINGUISH YOU FROM THE REST OF THE CANDIDATES.

Ladies' Dress Code:

Ladies are to wear either a blouse and skirt of conservative length, or a dress of the same fashion. Dress slacks and blouse, sweater or jacket are permissible, however, blouses must be tucked into the waistband of the slacks or must overlap the slacks in such a way that waist and midriff are completely covered. Shoulders are to be covered – no spaghetti straps or sleeveless blouses. Necklines should be conservative. Color is choice of the candidate.

Men's Dress Code:

Men are to wear a dress shirt of any color, dress pants (of the proper waist size and inseam length) and tie. Sports jackets are optional. A belt and dress socks should also be worn. Shoe Code: (same for girls and boys)

NOT TO BE WORN: Sneakers, boots of any kind, hiking shoes, sandals or flipflops. Shoes should be of a dressy nature. Ladies shoes should be of a conservative heel height. Open-toe dress shoes for ladies are acceptable and should be worn with the proper hosiery or stockings.

PLEASE NOTE: Any candidate considered to be improperly dressed by any staff member of St. Kevin OR Precious Blood, the bishop or the bishop's staff will ASK THE CANDIDATE to change prior to the ceremony.

SPONSORS: [CONFIRMATION YEAR TWO ONLY]

CONFIRMATION SPONSOR SESSIONS

Sponsor session attendance MUST be agreed at the time of enrollment by parents/guardians. Parents/guardians also agree that their Sponsor is selected as early as possible and MUST reside within the Los Angeles or closer areas. The willingness to participate in the requirements of being a sponsor is also necessary. All COMPLETE NAMES of Sponsors MUST BE SUBMITTED at the Orientations.

Requirements:

- MUST BE A PRACTICING ROMAN CATHOLIC
- MUST HAVE RECEIVED THE SACRAMENTS OF INITIATION [Baptism, First Communion & Confirmation]
- MUST LIVE WITHIN THE LOS ANGELES AREA (Sponsors MUST attend all the preparation session for Sponsors during the year)
- IF UNMARRIED MUST NOT BE LIVING AS A COUPLE WITH ANOTHER PERSON
- IF MARRIED, MUST HAVE BEEN MARRIED IN THE CATHOLIC CHURCH
- MUST HAVE THE DESIRE TO JOURNEY WITH THE CANDIDATE IN THEIR LIFE OF FAITH
- MAY NOT BE MORE THEN TWO PERSONS.
- SPONSORS FOR MALE CANDIDATES MAY BE MALE OR FEMALE & THE SAME FOR FEMALES
- If this information is NOT SUBMITTED at the Orientations the following penalty will take effect.

Penalty: Two Hours added if No names submitted at Orientation. No change after this date

Please help us maintain a responsible and committed response to the Program.

All our Catechists and helpers are volunteers who give their time and make an effort to support our community in a meaningful way for free. To show appreciation please embrace this faith formation journey with a willingness to be supportive.

VIRTUS

VIRTUS Sessions for Children/Permission

Parents/guardians agree on a program for children issued by the Archdiocese to receive one class on VIRTUS. This is a specially designed program that educates children to have a sense of awareness if their safety is in compromise at any time. The program is intended to always ensure the safety of a child when other persons interact with them to prevent any form of abuse. Parents who do not agree with this program for their child may request an “opt out form” at registration.

VIRTUS

“Teaching Touching Safety” Children’s Program Archdiocese of Los Angeles “Permission”

We are committed to your child’s safety and well-being. Almost daily we hear of incidents of child sexual abuse happening. That is why learning how to prevent it, is important that not only, we as adults must learn how to keep our children and young people safe, but that we also teach them to keep themselves safe.

St. Kevin/Precious Blood Catholic Church will present a child sexual abuse prevention program called VIRTUS *Touching Safety*, to our students. The creators of the *Protecting God’s Children* program developed the *Touching Safety* program which consists of “Five Safety Rules” children need to learn to help keep themselves safe. They will also learn about internet and technology safety, setting boundaries, bullying and related topics.

This program is provided by the Archdiocese of Los Angeles and is a part of our ongoing effort to help create and maintain a safe environment for children and youth to protect all children from sexual abuse. For more information on the Touching Safety program, you may visit the VIRTUS online website at www.virtus.org.

ACKNOWLEDGEMENT OF RECEIPT

I have read and agree to comply with the all aspects indicated in this booklet at Precious Blood/St. Kevin Parish, Religious Education Program of the Archdiocese of Los Angeles.

I also agree that I fully accept the consequences bestowed on my child as a result of non-compliance of breaking any form or conduct stated here.

I agree that I will not hold personally responsible any matters arising from the dismissal of my child from the program. I release the Parishes of St. Kevin/Precious Blood and the Archdiocese of Los Angeles from any liability that may arise during the course of my child's participation and registration in the Program.

SIGNED FORMS WILL BE KEPT IN EACH CHILD'S
REGSITRATION FOLDER