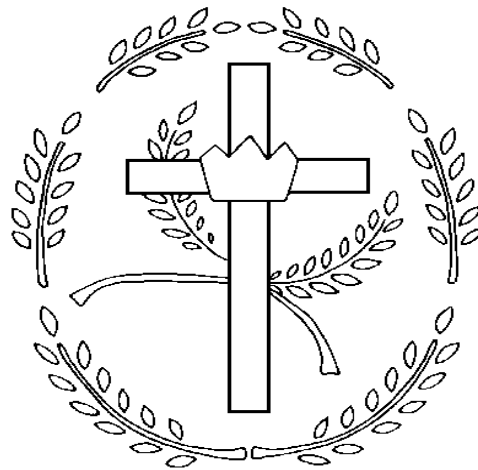


St. Rose

CCD and FFY

Parent
Handbook

2017-2018



Living as Missionary Disciples

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to outline to basic directions necessary to ensure good organization and order within our parish family. It is the sincere desire of each of our teachers to work with you to accomplish the important task of forming our students into mature, responsible Catholics.

INTRODUCTION

A parent is a child's primary teacher of the Faith. You teach by word and example long before the child enters the classroom. Any significant person in the family influences a child's Christian growth and development.

As you guide your child in faith, your faith life can also deepen. We need to put God first in our lives. Don't be afraid — He will give you all the time you need — Let Your Faith Lead You. Be an example to your child of how God can become part of your daily life.

The Religious Formation Program at St. Rose Parish exists to assist parents in the Catholic education of their children. Our goals are:

- To teach the children the faith of the church. To show by our words and actions that we are living examples of what we believe and that we put God in the center of our lives. *WHAT CATHOLICS BELIEVE.*

- To teach of God's great love for us and how we experience this unconditional love in the Mass and through the sacraments. *HOW CATHOLICS WORSHIP.*

- To teach the children how to live in the image of Jesus Christ. That they will come to know, love, and serve the Lord and grow to become followers of Jesus as they themselves grow. *HOW CATHOLICS LIVE.*

- To show our children the many ways there are to have a relationship with God, through faith, prayer, and scripture, and our every day experiences. *HOW CATHOLICS PRAY.*

FAMILY PARTICIPATION

Each family is encouraged to incorporate meaningful, religious rituals in their home. The seasons of Advent and Lent offer special opportunities to bring families together to celebrate the church year. Parents are encouraged to attend weekly mass with their children. It is a good opportunity to show that the faith means something to you.

A practice of making the Sign of the Cross on your child's forehead before he/she leaves for school is a simple but meaningful practice of placing your child under God's protection each day. Saying morning and

night prayers as a family reinforces the concept that we live each day for God.

MASS ATTENDANCE

All students are required to attend weekend Masses, "Remember keep Holy the Lord's Day." It is an integral part of family faith formation, especially during the preparation of the Sacraments of Reconciliation, Eucharist and Confirmation.

ENROLLMENT

A copy of the baptismal certificate should be presented if the child was baptized at a parish other than St. Rose. Families who enroll their children in the Religious Formation Program need to be registered members of the parish unless they have the approval of their pastors. A registration form must be completed. Please indicate if the child has any need that could hinder his/her religious education: hearing impairment, reading difficulties, etc. No one will be denied enrollment; however, we may ask that the parent assist in their child's class as our teachers are volunteers and are not trained in the special needs of these children.

EARLY REGISTRATION

Registration for CCD is \$35.00 per family (\$17.50 if you are a volunteer or teacher for the program.) *FFY registration* is \$25.00 per student or \$35.00 family. Participation in the program will not be denied due to inability to pay. Please contact the CCD or FFY Coordinator. The payment is used for books and is nonrefundable. After September, a late fee will apply at \$25.00 extra per family. Parents who choose to home school their child in religious education will be asked to pay \$35 per family plus the cost of the book and teacher's manual.

HOME SCHOOLING

Home schooling is available with the priest's and coordinators consent. The CCD/FFY student will meet every month with the priest/CCD/FFY teacher on a monthly basis. The CCD/FFY teacher will assign the homework for the month and will review/test with the student on the assignment. You must also attend the CCD/FFY family masses and scheduled nights of confession. You must also help/provide with any fundraising activities throughout the year. Also you must pay the tuition fee and for teaching materials

SACRAMENTAL PREPARATION

Students in second grade will prepare for and celebrate the Sacraments of Reconciliation and First Communion. Students in the third grade and higher who have not received the Sacraments of Reconciliation and First Communion will be asked to attend special instructions for their sacramental preparation.

Mandatory – one year of prior religious education in order to receive First Reconciliation and First Communion. First Reconciliation will be on Saturday, December 9, 2017 at 10:00 a.m., and First Communion will be on Saturday, April 7, 2018 at 5:30 p.m. Mass.

All Second Grade Students are required to attend the First Communion Retreat. If the student is unable to attend the retreat, parents need to meet with the Second Grade Teacher to make further arrangements. Otherwise not attended, parents will need to meet with teacher and Program Coordinator to discuss.

Parental meetings will be required of you. These are offered to help you help your child prepare for the sacrament they will be receiving. You are the primary teacher of the faith!

Home-schooled Children

The pastor or his delegates has the right to review the curriculum and test the student on content. When children are receiving the sacraments, they and their parents must participate fully in all the meetings and activities that take place during the time of preparation. The sacraments are seen as signs of Christians becoming more alive in their faith and in their desire to share their faith journey with others both within and outside their parish community. This teaching flows from the Christian Scriptures and from the Traditions of our Catholic Church.

ALTAR SERVERS

All boys and girls grades 5 and up will be invited to participate in the St. Rose program. This service is a commitment that is not to be taken lightly... If you sign up to become a server, it is mandatory that you attend all meetings and show up the Sundays you are assigned to serve. Contact Jay Haberer if interested in becoming an altar server.

ATTENDANCE/TARDINESS

It is important for your child to be on time. Classes start at 7:30 p.m. **SHARP!!!** No CCD student will be allowed to enter the school building prior to 7:15 p.m. as there is no supervision. All school doors will be locked after 7:30 p.m. for safety reasons. When you drop off your child, please check that he or she is able to get into the building. All students should be picked up promptly at 8:30 p.m., however, no student will be left unattended, as they are the responsibility of the CCD program.

To assure continued quality of religious education for your child, regular attendance is necessary. If you know that your child will not be attending classes on a

Wednesday evening, **please call your child's teacher!** If a student is reported absent from class, and we have not been notified, a phone call/letter will be sent to parents so you are made aware of the absence.

If your child is tardy, please speak to the teacher or the coordinator before going to class. It will alleviate a phone call.

SPORTS ACTIVITIES OF ANY NATURE DO NOT CONSTITUTE A JUSTIFIABLE ABSENCE

DISMISSAL PROCEDURE

If a child is to leave with someone else other than the parent/guardian, a note is to be sent to the teacher. Please cooperate with us and keep late arrivals and early dismissals only for emergency situations. **Parents of students 1st through 3rd grade need to pick their child up in their classroom.**

DISCIPLINE

St. Rose catechists and aides strive to resolve discipline problems in a Christian manner. If a child's behavior in the classroom is unacceptable, action will be taken in an orderly fashion so as not to disrupt the total class. Rules will be set up by individual classes. They will also set up the consequences for breaking those rules.

Absolutely NO drugs, weapons of any kind - real or not, inappropriate behavior, etc...appropriate actions will be taken with these issues. Parents/law enforcement will be called depending upon the severity of the action.

POLICY REGARDING DRUGS/ALCOHOL./WEAPONS

If a student is found in the possession of drugs, alcohol, or weapons, whether it be in the act of using, passing, or selling, the person will be subject to the following regulations:

1. The teacher will refer the student to the CCD or FFY coordinator.
2. The parents will be notified
4. Law enforcement will be called
3. One of the following alternatives will be followed:
 - a) If the student wants help, he/she will be referred to a drug counseling agency.
 - b) If the student does not want help, he/she will be expelled.

APPROPRIATE DRESS

Appropriate dress is required. No shirts with distasteful sayings will be allowed or wearing of hats by boys. No tank tops, short-shorts, short-skirts, low-cut shirts, and jeans that are too low!! We are coming together in a sacred setting and need to show respect. Modesty is a must!

Your child needs to dress accordingly for the weather: coat, mittens and hat during the winter months.

CELL PHONES/ELECTRONIC DEVICES

Absolutely NO cell phones, MP3 Players, iPods, or any electronic device will be allowed in the school buildings during FFY or CCD.

Our team consists of catechists and aides who are volunteers. They give freely of their time, talents, and energies and deserve our total respect, consideration and support at all times.

We will do our best to assist the child in acquiring self-control. There may be instances that we may wish to collaborate with you, the parent, in a problem-solving manner for the good of all concerned. As parents, we know that it is very important to instill qualities of self-control and problem solving in our children so that this will help them in their adult life.

The CCD or FFY coordinator is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at administrator's discretion.

CARE OF PROPERTY

Students are expected to assist in taking care of our school/church property. Please remember that other students use the desks during the week and their personal belongings are in the desks. We must be sure that nothing happens to these belongings. Please encourage your children to:

1. Remember that they share parish facilities that are to be used with care.
2. Respect the property of others.
3. Conduct themselves properly in hallways and restrooms.

FOR FFY Classes: If a call is received that something was messed with, time will be given for the "guilty" person to come forward and receive the consequences. Honesty is something that we are promoting.

RESPECT OF PROPERTY IS VERY IMPORTANT!

COMMUNICATION

The parish bulletin will report news from the Religious Education Program.

INCLEMENT WEATHER

If the Crofton school system cancels school and St. Rose schools are closed, there will be no CCD/FFY. If inclement weather begins in the afternoon and CCD/FFY are required to cancel when school has been in session this information will be broadcast on WNAX, 570 AM. If class is cancelled before school dismisses, an announcement will be made at school. You may also receive a call from your student's teacher.

FIELD TRIPS

Field trips are considered a privilege. Students can be denied participation if they do not meet appropriate behavioral or academic requirements. Before leaving for field trips, written permission, using the approved Religious Formation form, must be given by the parents. (These can be faxed to 388-2680). Parents who do not wish their child to participate in a field trip have the right to refuse permission. Any child not participating in the field trip is to remain home during that event. Please do not send that child to Wednesday night class.

NOTE: Drivers for field trips must show proof of insurance as well as a current driver's license, and complete the Catholic Mutual online Safe Driving Course. These documents must be on file with the Director of Religious Education prior to the departure for the trip.

VISITORS

You are welcome to visit your child's classroom during the regular religious education class if you have made prior arrangements with the teacher. All visitors, children and adults must report to the office upon entering the building. This is an important safety precaution for our volunteer teachers, aides, and all the children in the program.

PARENT-TEACHER CONFERENCE

Become acquainted with the volunteer teachers and work with them to provide the best for your child. Should you have a concern about a teacher, an appointment to meet with the individual teacher can be made. If you and the teacher still have difficulties, make an appointment with the Religious Education Administrator to meet with you and the teacher. If the situation cannot be resolved by parent, teacher, and administrator, the pastor will be invited to attend a subsequent conference.

SAFE ENVIRONMENT

As you may know, the United States Catholic Conference of Bishops has mandated that every diocese in the United States begin training personnel regarding safe environment for our children. The Archdiocese of Omaha has complied with this mandate by appointing Girls' and Boys' Town of Nebraska to develop a training program. The program *Respecting all God's People, a Safe Environment Training* is a result of those efforts.

From this time forward all staff ages 19 and older, whether paid or volunteer, will be asked to go through the training process to keep our children's environment a safe place.

Also, by law, if abuse is reported to us by a student, whether it be physical/sexual, or by a parent or volunteer, we must report it to the authorities.

CIRCLE OF GRACE

-See the attached letter from the Archdiocese.

HEALTH

Notify the FFY or CCD coordinator if your child has a health problem. This includes allergies, hyperactivity, light sensitivity, hearing problems etc.

NOTE: Please help us to make this school experience enjoyable for your child. Inform the child's teacher of any special situations that exist with in your family, such as: pending divorce, granted divorce, aged grandparents living with you, health problems with other members of the family that may affect the student emotionally, single parent situations, visitation with absentee parents that may cause the child to become stressed or absence, death of a parent or close relative, separations etc.

FFY CURRICULUM

Every 11th and 12th grader should be registered for FFY. FFY is the high school religious education program. It stands for "Faith Filled Youth". The curriculum for the high school program is as follows:

Grades 11/12 – THEOLOGY OF THE BODY

CONFIRMATION CURRICULUM

Every 8th, 9th, and 10th grader should be registered for Confirmation. The curriculum for the Confirmation program is called "Chosen" which includes Sacraments, Commandments/Beatitudes, Creed, and Salvation History.

CCD CURRICULUM

CCD will cover the four pillars of the faith every year such as: Creed (what we believe), Liturgy and Sacraments (how we worship), Morality (how we live our Christian life), and Prayer (our relationship with God).

The students will be delving in the Bible and learning about the Liturgical Calendar. Catholic prayers and practices will be added every year.

All CCD students receive a Book Bag at the beginning of the year with their name and a Prayer Booklet. The Book Bag and Prayer Booklet are to be brought to CCD Class each week. These are to be returned at the end of the year. If these items are lost or damaged, the parent is responsible to notify the CCD teacher or CCD Coordinator regarding replacement or compensation for these items.

STEWARDSHIP

Grades 1- 8 will be asked to do one service hour, of their choice a month, for Church, Family and Community Service for the CCD Program. Each student will complete a Stewardship record form with the information about the service they have completed along with an adult signature. Each student is asked to do a different service each month. Any service cannot be repeated in any consecutive month. For example: Family: volunteering for something without being asked, Church: helping at a church activity, (Mass serving **does not** count as a church service.) Community: helping at the Senior Citizens Center, helping at a community activity. *One hour is required.* It will be up to the CCD teacher if it is accepted.

PARKING LOT

For the safety of your children, the following guidelines are to be observed by everyone. **PLEASE drive slowly and carefully when using the parking lot!**

Parents are asked to have their children picked up at 8:30 P.M. No child will be left unattended until parents arrive. Please be considerate by picking up your students promptly.

IN CONCLUSION

With cooperation among parents, children and staff, the school year of Religious Formation will be a time of learning the Word of God, growth in faith and sharing His love. It is our hope that parents will take an active interest in what is being taught to their children and will help their children learn the important lessons that are being taught. May God Bless our work and may the power of the Holy Spirit be recognized in our lives and that of our parish family.

ARCHDIOCESE OF OMAHA

Safe Environments

"Respecting All God's People"

Dear Parent,

The Archdiocese of Omaha, out of concern for all God's people and in response to the United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People*, has developed a program for the safe environment education of children and young people supported and mandated by Archbishop Curtiss.

Diocese/eparchies will establish 'safe environment' programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children.

Dioceses/eparchies will make clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

Article 12 – Charter for the Protection of Children and Young People

This program is called ***Circle of Grace***. It is meant to supplement and be integrated into the excellent programs and curricula for the formation of children and young people within the Archdiocese of Omaha. ***Circle of Grace*** aims to equip our children and young people by arming them with essential knowledge and skills grounded in the richness of our faith. This program helps children and young people to understand their own (and other's) dignity in mind, body, and spirit.

What is a Circle of Grace?

The Catholic Church teaches that God has created each of us as unique and special. Genesis 1:27 tells us that we are created "male and female in God's image" and that God saw this as "very good." In that goodness, we are meant to respect ourselves and everyone else as persons created and loved by God.

Adults assist children and young people to recognize God's love by helping them to understand that each of us lives and moves in a circle of grace. You can imagine your own circle of grace by putting your arms above your head then circle down in front of your body including side to side. This circle, front to back, holds who you are in your body and through your senses. It holds your very essence in mind, heart, soul, and sexuality.

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Dear Parents,

We hope that you have taken time to read through this handbook. We again remind you that you are the primary teachers of the Faith. You have assumed the responsibility when you took your vows at your marriage and also you brought your child for baptism. You were asked if you will teach your child the faith by following the commandments and the practices of the Catholic Faith.

Some research recently showed that children and youth involved in their church are less likely to have discipline problems or have addictions such as alcohol.

It is our hope that you will be involved in the faith formation of your children from the grade school to high school. May God Bless You!

PLEASE SIGN AND RETURN THIS FORM TO THE CCD COORDINATOR OR THE FFY COORDINATOR.

We have read and will abide by the policies stated in the St. Rose and St. Joseph Religious Education Handbook. We understand the CCD Coordinator and the FFY Coordinator has the right to amend the handbook for just cause. We understand the information and guidelines outlined in this handbook are intended for the safety and well being of our child.

Signature of Parent/Guardians: _____

Student/s Name: _____

I __ (parent name) _____ hereby give permission to __ (student's name) _____

to work any St. Rose of Lima's fundraisers, (bazaar, unity supper, fish fry, etc.) during the years of 2017-2018.

Date: _____