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St. Rose of Lima Catholic Church

Office of Religious Education

Continuing Christian Education

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www.stroselima.org

R.E. Administration

Deacon John T. Murrell, Coordinator of Religious Education

Dorothy Pepper, Youth Ministry Coordinator

CCE Volunteer Administration

Glenda Jackson, Elementary CCE Coordinator – English

Santiago Crespo, Elementary CCE Coordinator – Spanish

Leslie Haydel, Jr. High & High School CCE Coordinator

Tutti Lockstedt, Registrar

Martha LaPlante, Resource Coordinator

Chip Mills, Sacramental Preparation Coordinator

Clergy of St. Rose of Lima

Rev. Clint C. Ressler, Pastor

Rev. Phong Nguyen, Parochial Vicar

Deacon John Murrell

Deacon Julio Suriano

Deacon Larry Hernandez

St. Rose of Lima Catholic Community

grievance about a volunteer staff or CCE Administrator, please follow the order of contact.

1. Approach the catechist or volunteer administrator with the concern.

If the situation is not resolved,

2. Contact the R.E. Administration

THE RELIGIOUS EDUCATION ADMINISTRATION RESERVES THE RIGHT TO AMEND THIS HANDBOOK AS IT SEES FIT TO THE NEEDS OF THE PROGRAM, THE STUDENTS, AND THE ENTIRE COMMUNITY. IF WE WMENT THE HANDBOOK WITH NEW POLICIES, WE WILL NOTIFY ALL PARENTS WITH A LETTER.

CCE Curriculum:

Students in Pre-K – 5th grade use the Sadlier, “*We Believe*” copyright 2011 textbooks. This series is approved by the United States Conference of Catholic Bishops and follows the Catechism of the Catholic Church.

Jr. High CCE classes use the “*Edge*” program which is published by the Lifeteen program. High School classes will use the “*oneight*” program which is also published by Lfiteen.

CCE Guidelines & Other Policies

Admission:

St. Rose of Lima CCE welcomes students from any parish or school. We provide classes for students in grades Pre-K – 12th grade. Students are placed into classes according to their school grade level, unless parents request otherwise and the request is approved by the Administration.

When registering your child for any Religious Education class, all necessary paperwork **MUST** be submitted before the child is allowed to attend class. Necessary paperwork needed would include CCE Registration form, registration fees (see CCE Tuition for more information), and a copy of the Childs’ baptismal certificate.

Students who will receive their sacraments need to present their baptismal certificate by **October 31, 2011**. If we do not have it on file, the student will **not** be able to receive Sacraments until we receive it.

Registration must be complete, because we need to account for all students on the St. Rose campus, before a student can be considered to be officially enrolled in any class. Students may **not** attend a class without proper registration forms on file. Failure to follow the proper registration procedures will result in a student being taken out of class immediately and parents notified to return until received all necessary paperwork.

Arrival:

Classes begin **promptly** at the times indicated on the class schedule. Our staff will be ready to accept students in the East Hall (Cafeteria) at least 20 minutes before the class is scheduled to begin.

Attendance Policy:

Attendance and active participation in every weekly class and CCE/Youth Ministry activity is essential. Everyone is expected to be on time for class. A "Tardy" is when a student arrives 1-15 minutes after class begins. 3 Tardies = 1 class absence. Any student arriving more than 15 minutes late after class begins will be marked "Absent". No one is permitted to leave class early without prior written permission from the parent/guardian. Athletic and extra-curricular activities will not be accepted as excused absences. It is our policy NOT to dismiss children early for sports activities. Our staff will contact you if your child is absent from a class.

Absenteeism:

- Students are allowed only three (3) excused absences during the year.
- Preparation for Sacraments of Reconciliation and Eucharist - more than three (3) absences in regular CCE classes disqualifies the child from making their sacraments.
- Students who miss too many classes will be asked to repeat the year.

CCE Tuition:

Tuition rates can be found on the "CCE Registration Form". Full payment or a payment plan with down payment and any applicable late fees must be made in order for registration to be accepted. Registration fees are necessary in order to help defray the cost of materials and expenses related to the running of the Religious Education program, which is a significant cost per student (\$70-\$75 per student). Below are list of ways in which you can pay the registration fees.

If your family is experiencing financial difficulty, please contact the Religious Education office. **No child will be denied enrollment because of financial need.** Discounts or scholarships may be made available if needed. All information will be kept confidential.

REFUNDS WILL NOT BE ISSUED FOR ANY REASON.

Classes or been enrolled in Catholic School for a full year PRIOR to the First Reconciliation/Eucharist preparation year. ALL children and parents must attend a special series of classes held at the parish during the final year of preparation. The policies and requirements are strictly enforced at all times, and we will work to the fullest to help you in making sure all polices and requirements are met.

First Reconciliation:

Students must meet requirements listed, plus attend special classes. If a student misses a sacramental class, it must be made up. Please ask your teacher what the make up is. Parents **must** give the R.E. office a copy of the student's baptism certificate by the appropriate date listed in the "Admissions" section of this handbook. Students will **not** receive the sacrament if we do not have a baptismal certificate on file. Students must also attend a special retreat the day they make their first reconciliation.

First Eucharist:

Students must meet all requirements listed, plus attend special classes. If a student misses a sacramental class, it must be made up. Please ask your teacher what the make up is. Students must have also received the sacrament of reconciliation before receiving the sacrament of Eucharist. Is the R.E. office does not already have a copy of the students baptism certificate on file, parents must submit a copy at the very first preparation class for First Eucharist.

Textbooks:

Students are **not** allowed to bring their textbooks home. Worksheets are given on occasion, and can be done without the textbook. Students in sacramental preparation programs will receive their sacramental textbooks at the completion of the program.

CCE Faculty & Staff**General:**

St. Rose CCE maintains a volunteer staff with a catechist and aide. All of our staff and administration are VIRTUS trained and certified. ALL Catechists are currently working toward full certification as a catechist through the Archdiocese CCE office.

Our volunteer staff and volunteer CCE Administration are under the immediate supervision of the R.E. Administration. In the event of a

messages, email, pagers. We are able to communicate in English and Spanish.

IRIS™ follows the Department of Homeland Security's color-coded alert system. All communication devices are added into the different levels based on the level of urgency.

The system also allows us to survey the effectiveness of our programs, events, etc. through phone surveys. Your participation in the phone survey's are important in providing us feedback on the quality of our programs.

Everyone will be added to the IRIS™ system for our severe alerts such as cancelled classes, etc. You may indicate if we may send you text messages on the registration form. Important reminders, announcements, etc. may be sent over the IRIS™ system to help with our continued communication efforts.

Parking Lot Adjacent to "Youth Building":

To insure the safety of all, the gates separating the Administration Building parking lot from the black top of the lot near the Youth Building and Scout Hut **may not be opened** for drive through traffic if there is any function on the parish property involving children or youth. Activities during which gates must remain locked would include, but not limited to, school gatherings, religious education classes and parish gatherings in the halls.

This is the policy of the parish and to ensure the safety of our students, we strongly enforce this policy as a high priority.

Playground:

Students are **not** permitted to play on any of the playground equipment with out their parent or guardian with them. Students are **not** allowed to go out during class time unless authorized.

Sacramental Preparation Guidelines:

Preparation normally takes place during 2nd grade; however, we will allow students in grades 3-5 to make their sacraments as well. Students above the 5th grade will be placed in Youth R.C.I.A. (R.C.I.C.). Students must be baptized Catholics who have attended Religious Education

Change of Address, Phone Numbers & Email:

Please notify the Religious Education office of any change in address, phone numbers, and/or email. If you have an email address, please provide it on your registration form. The Religious Education office communicates regularly through these forms of communication, and it is imperative that we have accurate records to communicate to you when needed. Email is the preferred method of communication.

Clothing:

CCE students at St. Rose of Lima are expected to dress in a manner that exemplifies moderation and good taste.

Any clothes which have holes or are torn or ragged, mesh shirts, military-style clothing, tight, revealing, suggestive, or inappropriate clothing or themes (i.e. innuendo), beach footwear (flip-flops or aqua socks, etc.), or shoes with skates are **NOT** to be worn to CCE classes or functions. Appropriate actions will be taken by the R.E. Administration if there is a problem.

Boys may **not** wear earrings while on campus.

Communication with the CCE Office:

If for any reason a problem occurs throughout the year with your child or his/her teacher, please notify the CCE Administration immediately. The CCE Administration will do its best to correct the problem immediately.

The CCE office publishes a monthly newsletter to keep you up to date on events, and improvements with the CCE program. Newsletters are sent home with every student at the beginning of each month. If you need and additional copy, stop by the Parish office.

Please see "IRIS™ System" for more information.

Behavior Policy:

Christian principles of respect for the rights of others will govern the actions of all. Students are expected to follow all of the rules of good order and to accept the consequences for failure to do so. The following general rules apply to all CCE classes:

Respect for God: Students will be reverent while participating in prayer, Mass or any other liturgical event.

Respect for Others: All adults and students are to be treated with kindness and respect at all times.

Respect for Property: Keep St. Rose property unmarked, clean and litter free. Students are expected to treat textbooks, materials and property of others with respect. **Remember that we are sharing classroom space with the St. Rose Day School.**

Discipline Policy:

Positive discipline techniques and positive reinforcements will be used; however, if a student exhibits inappropriate behavior, the following steps will be taken:

1. A gentle verbal warning of the rules and parents notified.
2. If misbehavior is repeated, the student will step away from the situation and take a few moments to think about what positive choices he/she can make instead; mistakes are opportunities for learning. Parents will be notified.
3. If student continues to misbehave, the student will be escorted to the Religious education office to have a conference with the appropriate R.E. Administrator. The student will then be returned to class and the parents will be notified of the visit.
4. If behavior becomes a continuous concern, a conference with the R.E. Administration, Teacher, and Parents will be scheduled in order to determine how to encourage the student to strive for a more positive attitude. The student can be invited to attend if this is in agreement with everyone involved.

Dismissal:

We dismiss classes promptly at the times indicated on the official schedule. Families should be ready to pick up their children to attend Mass following the class. Fifteen minutes after dismissal, we will have students start calling home. If you will be late, please notify the Religious

Education office. Repeated late pickups will result in dismissal from the program.

Electronic Equipment:

Radios, cassette recorders, iPods, cell phones, beepers, camcorders, etc. are not to be used or brought in the church, school or parish buildings during CCE time. Violations will result in the confiscation of the equipment. It will be released only to a parent or guardian. If your child needs to make a call home the St. Rose parish phones will be available for their use.

Fundraising:

Fundraising in the CCE program is one way that we are able to operate besides tuition. Please help support our fundraiser(s).

We also do an annual "Rice Bowl" fundraiser during lent that is sent on overseas missions. We do **NOT** keep any money from this. Information comes out during Lent.

Gum/Candy/Food/Drink:

Students are not permitted to chew gum at any time in the school or parish buildings. This includes before, during, and after CCE. All food, drink, candy, etc. must be consumed in the cafeteria.

Drinks may **not** be brought to class. If caught with a drink, the drink will be confiscated.

Inclement Weather:

If HISD closes due to inclement weather, we will **not** have class.

In the event that inclement weather occurs after HISD school hours, we will do our best to notify you through all resources available. Dangerous/Inclement weather conditions will result in canceled classes. Please see "IRIS™ System" for more information.

IRIS™ System:

The Religious Education has added the IRIS™ System (Immediate Response Information System) to our program effective this year. IRIS™ communicates through cell phones, home and work phones, text