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ST. THOMAS AQUINAS CCD CLASS REGULATIONS (updated January 2012)

According to Diocesan regulations, ALL FAMILIES with students in our CCD/Confirmation program MUST BE OFFICIALLY REGISTERED with our parish and should support the parish through the Sunday Envelope System.

1) Registration:

- **Registered** parishioners of St. Thomas who have students in public schools 1st-11th Grade and **registered** parishioners who have students in Catholic schools (2nd Grade—First Eucharist) or (10th and 11th Grades—Confirmation) are welcomed.
- Registrations and fees must be submitted in a LABELED, SEALED envelope either in the weekend collection or to the Administrative Assistant during Office hours.

2) Class schedule

GRADES	NIGHT	CLASS	ARRIVAL
9 th -11 th Grade Confirmation	Sundays	5:00-6:45p	4:45-4:50p
1 st -4 th Grade Elementary	Mondays	5:30-6:45p	5:15-5:20p
5 th -8 th Grade Middle	Tuesdays	5:30-6:45p	5:15-5:20p

3) Attendance policy:

- We spend only about a day's worth of time in class with your student(s) throughout the year. **IT IS THE FAMILY'S RESPONSIBILITY TO SUPPORT THE LESSONS AT HOME AND ENSURE THAT THE STUDENT(S) ARE IN CLASS ON TIME.**
- If you know of an anticipated/**unavoidable** absence, please call the Office at 446-6201 and leave a message for Wade or e-mail mrrodrigue@yahoo.com. Make up work ***to be completed at home*** may be picked up from the Office starting the next day or will be given at the start of the next class. **Attendance will be taken at the start of each class. If absences become excessive (past 2), the parents will be contacted by the CRE and/or pastor to discuss a possible remedy.**
- If class has been cancelled due to poor weather, it will be posted on www.stthomasthibodaux.org. We will use the "Emergency Class" meetings if needed as per our calendar.
- A calendar with our class meetings is included. If you have any questions, please call the Office at 446-6201 or e-mail mrrodrigue@yahoo.com

4) Discipline

- 1st Occurrence—verbal/visual warning from teacher
- 2nd Occurrence—send to CRE and parent call
- 3rd Occurrence—meeting w/ Fr. Joey and/or CRE
- 4th Occurrence—home schooling by parents

5) Weapons

- Posted on parish website; Distributed with Circle of Grace lessons

6) Inappropriate Language—Follow discipline policy

- | | | |
|--------------------------------|---|---|
| <u>Fighting</u> | } | <ul style="list-style-type: none">• Immediate Parent notification• Meeting with pastor and CRE• Possible removal from program |
| <u>Smoking</u> | | |
| <u>Drinking</u> | | |
| <u>Leaving premises</u> | | |

7) Safe Environment

- All teachers and assistants have completed the Diocesan Safe Environment training and/or update before being allowed to work with students.

- A Youth Volunteer Training for 9th-11th graders will be conducted at the start of each CCD year by a Diocesan trainer.
- Circle of Grace/Safe Environment Lessons will be taught within the first two weeks.

8) Use of cell phones and electronic devices

- All electronic devices must be silenced and put away if they will be confiscated until a parent comes to retrieve the device.

9) Dress Code

- God created our bodies as temples of the Holy Spirit. Thus, our bodies are sacred, and so we must dress in a manner that recognizes our dignity and shows respect for ourselves and for others.
- We must avoid distracting others in regards to modesty. It is the responsibility of parents to make sure that their children follow this dress code.
- In general, the bodies of the boys and girls **should be covered from the neck area to the knees with clothes that are clean and neat.** The back of the torso and shoulders must always be covered. This means that “muscle shirts,” “spaghetti strap” tops, halter tops, and any sort of revealing blouses will not be allowed.
- Pants and shorts are not to be overly baggy and are to be belted at the waist. In no case should the undergarment of any boy or girl be visible. Nor should skin tight clothing be worn above or below the waist.
- Shorts and skirts must reach at least the top of the knee.

10) Food and gum in the classroom

- Celebrations are allowed only when it’s whole group fellowship and will be provided in the Café.

11) Traffic flow, drop off and pick-up

- All students should be dropped off directly in the Chapel. The CRE will wait with the students prior to and after class. Students should be picked up from the Café.

12) FEES per student including texts, supplies, and retreats:

Grade Entering	Paid by April 20	Paid between April 20-May 20	Grade Entering	Paid by April 20	Paid between April 20-May 20
1 st	\$50	\$65	6 th	\$50	\$65
2 nd	\$60	\$75	7 th	\$50	\$65
2 nd <i>Catholic School Students</i>	\$20	\$35	8 th	\$50	\$65
3 rd	\$50	\$65	9 th	\$75	\$90
4 th	\$50	\$65	10 th	\$125	\$145
5 th	\$50	\$65	11 th	\$175	\$200

FAMILY DISCOUNT:

For each additional student within the family, please subtract \$5.

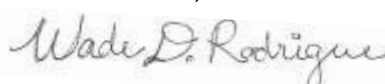
13) MASS ATTENDANCE is a very important part of living out the message of our program. Families should attend weekly Mass with their students.

14) RETREATS

- **2nd Graders** will have a retreat where they will also participate in first reconciliation.
- **10th Grade** Confirmation students must participate in an in-parish retreat.
- **11th grade** Confirmation students must participate in an overnight parish retreat **AND** the one-day Bishop’s Retreat. A MAJOR PORTION OF THESE RETREATS IS COMMUNITY BUILDING. **BY CHOOSING TO CONFIRM AT ST. THOMAS, YOU MUST PARTICIPATE IN OUR RETREAT.**

Thank You for allowing St. Thomas to be part of your child’s faith journey!

In His Service,



Coordinator of Religious Education

St. Thomas Aquinas at Nicholls State University

2012-2013 CCD Registration Form

PLEASE PRINT.

STUDENT NAME		GRADE ENTERING
FATHER'S NAME	MOTHER'S NAME <u>including maiden</u>	
MAILING ADDRESS	PHONE	
FAMILY E-MAIL ADDRESS		
CELL/EMERGENCY PHONE	DATE/LOCATION OF BIRTH	
DATE OF BAPTISM	LOCATION OF BAPTISM	
	<i>Attach a copy of the certificate if we do not have one on file.</i>	
I would like to pay my fees in: 1 2 3 installments. <i>include a 50% deposit <u>per student</u> with the form.</i>	<u>2nd Grade ONLY:</u> (Y) (N) My student attends Catholic school.	
OFFICE USE ONLY		
REGISTRATION PAID ON	CHECK NUMBER	
WELCOME PACKET MAILED		

Record of Missed Classes:

Please complete the form below ONLY if you plan to teach the Circle of Grace Safe Environment Lessons to your own child.



Diocese of Houma-Thibodaux
A Safe Environment for the Protection of Children and Young People

Safe Environment Catechesis for Children and Youth

STATEMENT OF DECLINATION

Name of Parish St. Thomas Aquinas

_____ My child **does not** have my permission to participate in the Safe Environment education/catechesis, sponsored by the diocese and my parish/school religious education program. **I (We) will take responsibility to provide this catechesis at home**, with the assistance of resources from my parish/school.

Name of Child _____

Parent/Guardian Signature _____

Date _____

I have supplied the requested Safe Environment training materials to the parent to complete the required lessons with his/her child.

Coordinator of Religious Education

Date