St. Gianna Oratory

Religious Education Policies and Procedures 2026/2027

Dear Parent/Guardian,

Canon Law states: "The Sacraments of the New Testament were instituted by Christ the Lord and entrusted to the Church. As actions of Christ and of the Church, they are signs and means by which Faith is expressed and strengthened, worship is offered to God and our sanctification is brought about…"[1] According to their respective offices in the Church, both pastors of souls and all other members of Christ's faithful have **a duty to ensure that those who ask for the Sacraments are prepared for their reception.[2] This should be done through proper evangelization and catechetical instruction**.[3]
As the first end of marriage is to rear and educate children, your first obligation is to teach your children the Faith and to show them how to live the Faith. Our role here as Catechists is to second your educative efforts and assist you with instilling in your children the Catholic Faith.

In order for our clergy and our lay catechists to effectively perform their mission of service to you and your child, we have adopted the following mandatory policies and procedures:

GENERAL INFORMATION

- **Mandatory Arrival and Sign-In: 5:45-6:00 pm.**
- **Opening "Prayer and Talk" by Canon @ 6:00 pm. Parents may leave AFTER "Prayer and Talk"**
- **Class Time: Monday 6:00 – 7:00 pm**
- **Refer to the Class Calendar for dates of classes.**

SAFETY GUIDELINES

- Parents/Guardians must pull into a parking space and escort their children to and from class.
- Parents must sign their children in and out of their assigned classroom.
- Minor siblings (under 18) are NOT allowed to sign students in or out of class. Adult siblings may sign younger siblings in or out of class only with prior authorization.
- Students will remain in the classroom until the parent or authorized representative arrives.
- Students must be picked up promptly at the end of class.
- If your address, email, or phone number changes, notify the office at **catechism.stgianna@icksp.org**

***Necessity of Family Participation at church and especially at Sunday Masses*:** Children first encounter God and their Faith in their home – from you, their parents. They need your good example and leadership. Consequently, families are expected to

- **Attend Mass each Sunday and Holy Day of Obligation at St. Gianna Oratory** (attending Sunday Mass at another church because of more convenient location, Mass times, or liturgical preference is not a legitimate excuse; exception for Vacation or Travel)
- **Participate** in the life of the Oratory Liturgies and Events and Volunteering

[1] CIC 1983, Canon 840.
[2] CIC 1983, Canon 843.2
[3] CIC 1983, Canon 843.2

PARENT INVOLVEMENT:

Parents, please read the assigned lessons with your child. You must also help your child learn their prayers and do their homework. Your enthusiasm and dedication in sharing the Faith sets the tone for your child's faith development. Teaching the Faith to your child means nourishing his or her soul. Be faithful to your morning prayers and family Rosary.

STUDENT CONDUCT

Student Participation **-** Students are expected to actively participate in class. Student Participation: Participation from the students is critical for their success in the class.

Confirmation Students are expected to bring the follow to class:

1. Baltimore Catechism that is provided to the student
2. A Pen
3. Notebook for note taking
4. Completed homework from the workbook
5. Be ready for a 5-minute quiz on the material from the previous class.
6. *Students who had to retake a test, are also asked to take the make-up test home and return it completed at the next class and have parent's signature.*
7. *Absent/sick students must return to class ready to do make-up quizzes and have necessary homework completed.*

Pre-Communion students will be issued materials.

Dress Code**-** Students are to dress in attire proper for entering the church as we will regularly go into the church for prayer. No piercings other than one pair of earrings for girls. Shirts, blouses, and tops must fully cover the torso and have sleeves – NO SLEEVELESS TOPS. ***NO YOGA PANTS or LEGGINGS without a LONG Skirt to cover the knees. NO SHORTS – boys or girls. Skirts must cover the knees.*** Students with inappropriate clothing will be sent home or will be asked to wear oversized clothing kept for that purpose. **Parents, please check your child's clothing before leaving home.**

Policy and Regulations **–** No earphones allowed in class. Cell phones must be turned off and put away. Any equipment that is considered disruptive or distracting by the teacher will be confiscated and returned later.

Class Absences **-** If a student has more than **four unexcused absences**, he/she will not be promoted to the next level and will be dropped from the program. Students preparing for First Communion/Confirmation will be held back another year. **To excuse an absence, the need must be legitimate: illness, death in the family,** etc.
NOT considered legitimate excuses: sports, 4-H, or extracurricular activities. All missed work must be made up by next class. Email the office at **catechism.stgianna@icksp.org** to report all absences and how to make up for absence.
**Parents are responsible for reporting all student absences by letting the teachers know by emailing the "Catechism Email Address" listed above. Please include the student's full name, class, teacher, and the reason for the absence. Only absences reported through this email will be considered excused. Failure to report an absence may result in the absence being recorded as unexcused.

Tardiness **- Students are expected to be signed into their classroom with notebook and pen/pencil ready by 6:00 pm. Teachers will escort students to the hall for prayers.** DOORS CLOSE AT 6:00 pm and CLASS STARTS PROMPTLY at 6:00 p.m. YOU MUST BE CHECKED INTO YOUR CLASSROOM AND GATHERED IN THE HALL BY 6:00 pm. Arriving afterwards is a tardy. **Tardiness is disruptive and disrespectful to the teacher and the class.** First offenders will

receive a warning. Two tardies count as one unexcused absence. Any student with four unexcused absences will be dropped from the program.

Special Needs **-** Please let us know if your child has an IEP, has difficulty reading or has a learning disability. We will do the best we can to accommodate your child's needs and abilities.

Discipline **-** Disruptive behavior and inappropriate language will not be tolerated. Students are expected to be respectful towards others and towards property. Parents will be held responsible for damage caused by the reckless behavior of their child.

Safe Environment Training and Protecting Child's Innocence: Parents are provided with "Good Pictures, Bad Pictures" and "Made This Way" to read to their children before the 1st class and return the assigned book.

Communication:

- ALL COMMUNICATION IS TO BE DONE BY EMAILING **catechism.stgianna@icksp.org** – **Attn: Joncarlo Iyescas** – when having questions for the teachers, reporting absences, etc.
- Joncarlo Iyescas (Director of Religious ED) will send messages with schedule updates, announcements, etc., via email or **Flocknote Class Groups**. Please be sure your registration form has the email address and text message numbers to receive Flocknotes. To assure Flocknotes reach you, please add mail@flocknote.com to your contact list/ safe senders.

To be eligible for First Communion and/or Confirmation:

- The family must be **participating at Mass every Sunday and Holy Day of Obligation at St. Gianna Oratory**. Attendance will be verified (check-in using the binder on the cabinet by the restroom at the back of church)
- Families should be registered members of St. Gianna Oratory. If not registered here, parents must submit to Canon Fehrenbacher in writing why they wish to receive the Sacraments here and not at their registered parish.
- Children must complete at least **TWO CONSECUTIVE YEARS** of sacramental preparation ***here.*** (No exception for Homeschoolers)
- **Age: 1st Communion: two years of class** New Students Year 1 - born before June 1, 2021
- **Age: Confirmation: two years of class** New Students Year 1 - born before June 1, 2017
- Children must be able to read to enter the 2nd year of First Holy Communion preparation.
- Confirmation students are required to **volunteer 10 service hours PER YEAR at St. Gianna** in preparation for Confirmation.
  Verification of volunteer hours must be submitted directly to the teacher using the volunteer form by **May 10th**.
- Children **must complete all assignments and show reasonable understanding** of what is taught, including *passing the tests and reciting the assigned prayers.*
- Children may not have more than **four unexcused absences** per year, including tardiness.
- Parents also must attend the First Communion retreat with their child.
- Parents and Confirmation Sponsor must attend the Confirmation retreat with their child.
- A copy of the Baptismal Certificate must be presented at the time of registration.

Confirmation Attire:

Gentlemen: Suit, white shirt, and tie

Ladies: Modest dress (sleeves to the elbows, length at least past the knees, no low front or low back) Veil suggested.

1st Communion Attire:

Dress code Boys – Dress dark colored slacks, dress white shirt and BLUE TIE, dress shoes with socks. Short sleeves OR long sleeves are allowed (Long sleeves preferred). Suit coats are encouraged, but optional.

Girls – Modest white dress with BLUE SASH and white veil. No sleeveless, sheer sleeves, spaghetti straps (Sleeves reaching at least just above the elbow preferred). No low-cut neckline, front or back; no bare shoulders. Skirt must reach at least right below the knee. White dress shoes encouraged. Sandals are permitted if worn with footed legwear. Footed legwear is required (white is best).

To Complete Registration, Due Today (will only be accepted if all documents are turned in together):

1) Both Parents must attend a Registration Meeting
2) Submit "Religious Education Registration" for each student
3) **All fees paid no later than the last day of Registration**
4) Turn in Baptism Certificate copy
5) Be assigned "Made This Way" and "Good Pictures, Bad Pictures," read it to children, and return book/s by 1st Class to **Mrs. Kristin Iyescas**

At the latest, ALL DOCUMENTATION & FEES, ETC. MUST BE SUBMITTED IN PERSON BY THE LAST DATE OF REGISTRATION, by SEPT 7.

For general questions or concerns, or to report an absence, contact catechism.stgianna@institute-christ-king.org
Do not call or text or email the Canons' cell phones or personal email addresses!

Thank you for your cooperation!
St Joseph, protector of families – pray for us!
Canon Fehrenbacher
Rector