

**Immaculate Conception  
Catholic Church  
Parish School of Religion  
2017 – 2018**



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## MISSION STATEMENT

I am created to do something or be something for which no one else is created;  
I have a place in God's kingdom, in God's world, which no one else has;  
whether I be rich or poor, despised or esteemed by man,  
God knows me and calls me by my name.  
-Bl. John Henry Newman

## REGISTRATION MARCH 6<sup>TH</sup>—MAY 30<sup>TH</sup>

Parents can register at the parish school of religion offices during the work day or during class time. After classes end in April, parents can register in the office during regular office hours.

All registration forms are available on the church website:  
[www.icc-msh.org/Formation/Religious Education](http://www.icc-msh.org/Formation/Religious Education)

Registration forms can be returned to us in a number of ways.

1. Dropped off at our office during our scheduled office hours
2. Dropped in the locking mail box outside the glass doors of the Faith Formation Center
3. Faxed to 225-665-5996
4. Emailed to [registration@icc-msh.org](mailto:registration@icc-msh.org)
5. Postal Mail to PO BOX 1609, DENHAM SPRINGS LA 70727

We accept cash, checks (payable to ICC), and credit/debit cards. If you fax or email your registration please call 225-665-5926 and Jane can take your credit card information via phone. A late fee of \$10.00 will be assessed beginning June 1<sup>st</sup>.

## TUITION:

1 child	\$40.00 per year
2 children	\$65.00 per year
3 + children	\$80.00 per year

## Sacramental Preparation

2 <sup>nd</sup> Grade	1st Eucharist	\$15.00 (in addition to tuition fee)
10 <sup>th</sup> Grade	Confirmation Year 1	Standard tuition (as listed above)
11 <sup>th</sup> Grade	Confirmation Year 2	\$70.00 (includes all expenses)

## **CLASS SELECTION**

We offer several sessions each week to accommodate the number of children in the program and the size limitations of our facilities. Classes are assigned on a first-come, first-served basis. When a class is full, it is closed and parents are asked to make a second selection.

Wednesday at 6:30 PM classes are offered for grades 1-9 for families with students in elementary, middle and high school. Class time for middle and high school students has increased to 90 minutes and elementary will remain 60 minutes. For convenience, we will offer grades 1-5 an introduction to youth ministry. Students who have to wait for older brothers and sisters will go to the youth hall for 30 minutes of fun and fellowship. This is strictly voluntary and offered as a convenience to parents who have a 30 minute gap in dismissal time for older and younger children.

### **Immaculate Conception Church**

Monday	4:30 – 5:30 p.m. – Grades 1-5
Monday	6:30 – 7:30 p.m. – Grades 1-5
Monday	6:30 – 8:00 p.m. – Grades 6-7
Tuesday	6:00 – 8:00 p.m. – Grades 10-11 (Confirmation Year 1 & 2)
Wednesday	4:30 – 5:30 p.m. – Grades 1-5
Wednesday	6:30 – 7:40 p.m. – Grades 1-5
Wednesday	6:30 – 8:00 p.m. -- Grades 6-9
Thursday	6:30 – 8:00 p.m. – Grades 8-9

### **Mission Of The Sacred Heart – Livingston**

Wednesday	6:30 – 7:30 p.m. – Grades 1-5
Wednesday	6:30 – 8:00 p.m. – Grades 6-9

## **SUNDAY MASS**

We encourage families to attend weekly mass together. The Eucharist is central to our Catholic faith and weekly participation in the Mass is critical to your child's faith formation. Faith must be practiced to be meaningful, and attendance at Mass as a family is an important part of your child's religious education.

## **ATTENDANCE**

Students are expected to be present for all classes. Parents will be contacted if a child is absent for five classes. If a student should miss a day of class for any reason, please pick up the lesson from our office, complete the lesson at home and return the lesson to the same.

Students in sixth through ninth grades are allowed to attend a make-up class on the alternate night, of the same week, rather than doing written make up work.

## **SCHOOL CLOSURES**

We will not close for rainy days or severe weather advisories. If conditions are unsafe to drive, stay home and pick up the makeup work the following week. We will close when weather conditions force public school closures, and curfews.

## **RETREATS**

Retreats will be given for students who are preparing to receive the Sacraments of Reconciliation, Eucharist and Confirmation. Sacramental retreats are mandatory. See the calendar for details.

## **SAFE ENVIRONMENT LESSON**

“Dioceses are to maintain “safe environment” programs...They are to be conducted cooperatively with parents, civic authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to maintain a safe environment for children and young people.”

*USCB Charter for the Protection of Children and Young People, Article 12 (June 14, 2002)*

In accordance with this policy, the Diocese of Baton Rouge has mandated a Safe Environment lesson entitled, *Circle of Care*. All students are required to participate unless a parent signs an “Opt Out” letter. You can view the lesson at [www.diobr.org](http://www.diobr.org). Click on Child Protection link at the bottom of the page and then click on “Safe Environment Curriculum.” Scroll through the lessons to find the grade level lesson for your child. Decide whether to send your child to ICC for class or print the necessary lesson and present the material to your child at home. If you “opt out,” please keep your child at home on the date we have scheduled the lesson.

## **SAFE ENVIRONMENT REQUIREMENTS**

All employees and volunteers deemed to have ongoing, unsupervised contact with minors in the course of their ministries or employment are required to:

1. Complete the EAPPS application for a background check.
2. Complete the Acknowledgment of the *Code of Ethics and Behavior for Adults who Minister with Children in the Diocese of Baton Rouge*.
3. Complete the *Safe and Sacred* training module for Adults.
4. Have their name screened through the Louisiana State Sex Offender Registry.

## **ARRIVAL OF STUDENTS**

- The main entry doors will be unlocked during scheduled office hours for the Faith Formation Center (FFC).
- All students are to report to the FFC no earlier than fifteen minutes before class.
- 15 minutes prior to class, the east, west and north entry doors will unlock.
- 5 minutes after the bell rings the east, west, and north entry doors will lock as a safety precaution. The only entry door the staff can effectively monitor is the main entrance.
- You can use the entry door nearest your child's classroom to ease traffic flow in the hallway.
- The bell system is automated and updated the same as computers and cell phones, therefore, our start and end times should be the same as your cell phone.

## **COVERED DROP-OFF**

- This lane is for one way, continuous traffic flow.
- **No Parking in the drop-off lane.** Do not line up in the drop off lane waiting for the bell to ring or let someone out to pick up a student while you wait in the drop off lane.
- If it's raining, let students out under the covered area and we will walk little ones to class.

## **PARKING**

The south parking lot (in front of the FFC) has a Fire Lane. Please observe and obey this ordinance.

## **STEPS, BRICK SEATS AND PLANTERS**

For everyone's safety, please do not let your child run, jump on/off or play on these raised objects.

## **VISITORS**

All visitors (adult and student) must report to the office for a pass to enter the classroom. All visitors are required to follow the rules of proper conduct in the classrooms and Church.

## **DISMISSAL OF STUDENTS**

- A few minutes before the bell rings, all entry doors will unlock.
- To keep noise and distractions to a minimum, parents wait outside until the bell rings.
- Use the entry door closest to your child's classroom
- First through fifth grade students will be dismissed, to an adult, at the classroom door. No student in grades one through five is to walk in the parking lot without adult supervision.
- Students in grades sixth through eleven will be dismissed from the classrooms and meet you in the parking lot.

## **CONDUCT and DISCIPLINE**

The time for religious instruction in the classroom is limited so it is of utmost importance that students cooperate fully in order to make the best use of time. Our Religious Education staff is here to help each student learn and grow in their faith. For the most part, this is done in a group setting. Please help us to maintain a cooperative learning environment.

## **MISSION OF THE SACRED HEART**

Religious Education classes for first through ninth grades are offered at the Mission of the Sacred Heart in Livingston. MSH classes are an extension of the program offered at Immaculate Conception. The MSH program follows all policies of program at ICC. Classes for MSH will be on Wednesday at 6:30 – 7:30 p.m. for 1<sup>st</sup> – 5<sup>th</sup> grades and 6:30 to 8:00 for 6<sup>th</sup> – 9<sup>th</sup> grades. Enrollment is limited and based upon having a volunteer catechist to cover each grade level and the limited space in the available facilities.



## **HOME SCHOOL**

Families choosing home school, as an option for religious education, also register their children with the parish school of religion and agree to abide by the home school policies. Grades 1<sup>st</sup> through 9<sup>th</sup> have an option to home school. Confirmation Year One and Year Two (grades 10 and 11) are taught in a group setting in the parish. We supply the textbooks and curriculum for the home school religion program. Parents who elect to home school their child(ren) are asked to attend one of two meetings Thursday, August 17 or Wednesday, August 23 at 6:30 p.m. in room 212 of FFC. We will answer questions and distribute materials at this meeting.

Registration fees for classes at ICC or home school are the same. We use the same books and materials for both programs.

## **SACRAMENTAL PREPARATION**

From the moment of Baptism, we have been called by name to follow Jesus' way to the Father. We are moved to know, love and serve God and we encounter Him most intimately through the Sacraments.

Students who are eligible for sacramental preparation programs and attend a parochial school prepare for and receive the sacraments in their own parish and not the parochial school they attend (unless given special permission by both pastors).

## **PREPARATION FOR THE SACRAMENT OF FIRST RECONCILIATION**

The sacrament of First Reconciliation will be celebrated during the month of November and will take place during regular class time. Please dress accordingly. School uniforms are acceptable.

## **REQUIREMENTS FOR FIRST RECONCILIATION**

### **Students must:**

- have received a Catholic baptism; or a Trinitarian baptism accepted by the Catholic Church;
- have completed first grade religion and are enrolled in a second grade sacramental preparation class;
- and be in second grade or seven years old before receiving the sacrament.

**At least one parent must:**

- attend a Reconciliation retreat with the child;
- and be present when the child receives the sacrament.

**PREPARATION FOR THE SACRAMENT OF FIRST EUCHARIST**

The sacrament of First Eucharist will be celebrated on the Fourth Sunday of Easter. Boys are asked to wear a white shirt with a tie and dark pants and dress shoes. Boys may also wear a suit or sport coat of any color. Girls are asked to wear a white dress, white shoes, and white socks or stockings. Girls may also wear a small veil or head piece. Please do not wear gloves.

**REQUIREMENTS FOR FIRST EUCHARIST**

**Students must:**

- and have received the Sacrament of Reconciliation.

**At least one parent must:**

- attend a sacramental preparation meeting;
- attend a First Eucharist retreat with the child;
- and be present when the child receives the sacrament.

**PREPARATION FOR THE SACRAMENT OF CONFIRMATION**

Every baptized person should receive the Sacrament of Confirmation. Without the sacraments of Confirmation and Eucharist, Baptism is still valid and efficacious, but Christian initiation remains incomplete. Confirmation is an important step in a Christian's faith journey that not only stresses maturity, but also commitment, knowledge, freedom and active participation. Preparation for Confirmation should aim at leading the Christian toward a more intimate union with Christ and with the Holy Spirit.

**REQUIREMENTS FOR A CONFIRMATION CANDIDATE**

**Candidates must:**

- be in eleventh grade and have completed Confirmation Year 1 (10<sup>th</sup> grade) before receiving the sacrament in January;
- have attended at least two years of religious formation from a Catholic school or a Parish School of Religion prior to being admitted to the Confirmation Program;
- have 100% attendance by attending all eight classes or the scheduled make-up classes;
- attend the Retreat, Day of Prayer and Reconciliation;

- prepare for and attend a Confirmation Interview;
- write a two page **handwritten** saint report and a Letter of Request for Confirmation to the pastor;
- and complete twenty-five service hours.

### **Confirmation Year Two Orientation Meeting (students entering 11<sup>th</sup> grade)**

Candidates and at least one parent must attend one of two meetings for Confirmation Year Two Orientation on Monday, August 7 or Tuesday, August 8, 2017 at 7:00 to 8:30 p.m. in the Faith Formation Center Room 212.

### **Confirmation Year One Orientation Meeting (students entering 10<sup>th</sup> grade)**

Candidates and at least one parent must attend one of two meetings for Confirmation Year One Orientation on Tuesday, August 15, 2017 or Wednesday, August 16, 2017 at 7:00 to 8:30 p.m. in the Faith Formation Center Room 212.

## **STUDENT MASSES**

We encourage all parents to join us for Mass on Monday, October 9, 2017 at 4:30 and 6:30, Wednesday, October 11, 2017 at 4:30 and 6:30 and Thursday, October 12, 2017 at 6:30 p.m. You are invited to your child's classroom and to sit with the class during Mass. All students report to the classroom for roll call. The class will sit together (parents included) for Mass.

## **VACATION BIBLE SCHOOL**

During this year's vacation bible school, we will search for the "treasure of God's love." We will call on pirates, look at maps to find our way to God's heart and his love. VBS will be held June 19–23, 2017 from 9:00 a.m. to noon. VBS is for children entering Kindergarten through fifth grade. The fee is \$15.00 per student. Registration will be March 29 to June. The children enjoy games, songs, skits and crafts. Join us for a week of friendship, fellowship and fun. Please call Barbara Normand or Jane Stahl for more information (225) 665-5926.

## OPENING DAY PARENT MEETINGS

### Immaculate Conception Church

During the first week of classes, September 11-14, 2017, there will be a parent meeting in the FFC Room 212. All meetings are the same. You only need to attend one meeting even if your children attend different days/sessions.

### Mission of the Sacred Heart

During the first week of classes, September 13, 2017, there will be a parent meeting in the parish hall.

## CALENDAR

Event	Date	Time
Vacation Bible School Registration	Mar 29 – Jun 9	
Vacation Bible School	Jun 19 – Jun 23	9:00 AM – 12:00 PM
Confirmation Year 2 (11 <sup>th</sup> grade) Candidate and parent meeting	Aug 7 or Aug 8	7:00 – 8:30 PM
Confirmation Year 1 (10 <sup>th</sup> grade) Candidate and parent meeting	Aug 15 or Aug 16	7:00 – 8:30 PM
Home School Parent Meeting	Aug 17 or Aug 23	6:30 – 7:30 PM
Classes Begin	Sep 11 – Sep 14	4:30 or 6:30 PM
School Mass for all sessions	Oct 9 – Oct 12	4:30 or 6:30 PM
First Reconciliation Retreat	Oct 15	1:00 – 3:00 PM
Parish Fair	Oct 20 – Oct 22	
First Reconciliation Retreat	Oct 29	1:00 – 3:00 PM
All Saint's Day – School children and parents	Nov 1	4:30 PM ONLY

Sacrament of First Reconciliation (during regular class time)	Nov 6 & Nov 8	4:30 – 6:30 PM
Thanksgiving Break – No Classes	Nov 20 – Nov 23	4:30 – 6:30 PM
Sacrament of Reconciliation for 5 <sup>th</sup> Grade	Dec 4 – Dec 6	4:30 – 6:30 PM
Winter Break – No Classes	Dec 7 – Jan 21	
Confirmation Day of Prayer at St. Joseph’s Cathedral	TBA	
Confirmation Practice	Jan 17	7:00 to 8:30 PM
Sacrament of Confirmation	Jan 19	7:00 PM
Classes Resume	Jan 22 – Jan 25	4:30 – 6:30 PM
Mardi Gras Holiday	Feb 12 – Feb 14	4:30 – 6:30 PM
Parent Meeting for 1 <sup>st</sup> Eucharist (During regular class time)	Feb 19 – Feb 21	4:30 – 6:30 PM
Last Week of Class	Mar 19 – Mar 22	4:30 – 6:30 PM
First Eucharist Retreat (Main Hall and Church)	Apr 14	1:00 – 3:00 PM
Sacrament of First Eucharist	Apr 22	1:00 and 4:00 Masses

## RELIGIOUS EDUCATION STAFF

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
Barbara Normand	Coordinator for Grades One through Five	665-5926 ext. 227	<a href="mailto:bnormand@icc-msh.org">bnormand@icc-msh.org</a>
Gwen Richard	Coordinator for Grades Six through Eleven, Director of Religious Education	665-5926 ext. 223	<a href="mailto:gcrichard@icc-msh.org">gcrichard@icc-msh.org</a>
Jane Stahl	Secretary and Child Protection Coordinator	665-5926 ext. 208	<a href="mailto:jstahl@icc-msh.org">jstahl@icc-msh.org</a>
Kevin Acord	Youth Minister	225-268-9962	<a href="mailto:acordkp@gmail.com">acordkp@gmail.com</a>

## VACATION BIBLE SCHOOL STAFF

Barbara Normand  
Jane Stahl

## RELIGIOUS EDUCATION OFFICE HOURS

September through March our office hours are:

Monday and Wednesday: 12:00 Noon to 8:00 p.m.  
Tuesday: 10:00 a.m. to 5:00 p.m.

April through August our office hours are flexible, please call us to schedule an appointment.

Office phone: (225) 665-5926 Fax: (225) 665-5996  
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