

Safe Environment

All clergy, religious, staff, and volunteers must complete the diocesan safe environment program, including training and online profile with Virtus, a background check, code of conduct and all required paperwork. Additionally, our pastor has established the following regulations for St. Rita:

- Apart from their own formation, high schoolers may volunteer but will not count toward Safe Environment ratios. For more information, please contact our Safe Environment Coordinator.
- Individuals working with high school students must be at least 21 years old.

The St. Rita Religious Education program follows the Safe Environment Program – Protecting God’s Children, offering age-appropriate personal safety lessons administered by catechists using the Fort Worth Diocese’s curriculum with parent permission. Parents wishing to opt out for their child can request an appointment with Director of Religious Education to request an opt out form.

Communication

There are the modes of communication:

- E-mail: It is the responsibility of the parent to make sure the Parish Office has an up-to-date email address on file.
- Web Site: www.stritafw.org
- Bulletin – available on Sundays and at www.stritafw.org
- In the event of inclement weather, cancellations follow the Fort Worth ISD cancellations.
- St. Rita Catholic Church will be rolling out a communication system that students and parents can be directly communicated with – Sign up information will be available at www.stritafw.org and the office by 8/1. (WhatsApp will no longer be the communication app.)

Learning Environment

A welcoming and respectful environment is necessary to provide an atmosphere that is conducive to sharing and learning. Courtesy and cooperation is expected of each and every person and respect for the catechist, assistant, and fellow students is required. The Church is a sacred place and as such all should treat it with the respect and reverence it deserves. We should also always speak reverently about the sacred, which includes people, places, and things.

Students are required to follow the rules and regulations discussed before, which are examples of not acting reverently toward God.

- Students will NOT be allowed to use cell phones or any electronic devices during class time or special sessions. If these items are found to be used during a CCD session, they will be collected and retained for the parent to pick up at the end of the night. If it occurs a second time there will be a \$25 fee. For each following incident there will be a \$50 fee. St. Rita is not responsible for lost or stolen cell phones or other electronics.
- Appropriate dress is required at all times. (No PJ’s. For further information please see the section on the **Dress Code** on page 2.) No food or drink are allowed in the classrooms.
- No chewing gum.
- No toys or games.
- Whiteboards can be used for learning activities but will be under the instruction of the catechist.
- Students may not enter a classroom without adult volunteers present.
- Care must be taken of classroom property: tables, desks, chairs, walls, posters, books, projects, etc.

Attendance

Regular attendance at CCD/Youth Group classes is important to the ongoing faith formation of students and should always take precedence over all extracurricular activities. The sessions are built on each other and carry a central focus throughout the year.

Attendance (continued)

Much like attendance in elementary/middle school, absences can have an adverse effect on your child's growth. If a student is ill, the parent should notify the catechist prior to class to report their absence.

- After 3 absences, they will be required to meet with Fr. Keith Hathaway and may not be eligible to receive sacraments. Please contact us immediately if there is a family situation that will impact your child's attendance.
- Students are expected to be on time and to stay for the duration of class. Students who arrive after 15 minutes will be counted as absent.
- Students who arrive 5-15 minutes after class has started or who leave 5-15 minutes before class has ended will be counted late.
- 3 late classes will count as 1 absence.

For questions regarding attendance for students in grades 9th through 12th, please refer to the **High School Formation Supplemental Policies**.

Dress Code

Sunday Masses

Sunday Mass is the most important celebration of our week. The way we dress for Sunday Mass should reflect the same reverence and care that we would give to a Sacramental Mass, such as a Confirmation or First Communion Mass. Therefore, we ask all participants to dress with modesty, respect, and appropriate formality.

Sacramental Masses

While we should always dress with reverence and care for all masses, we must emphasize the importance of wearing appropriate attire for all sacramental masses. We expect all students to abide by the guidelines outlined below.

- There is no required color, though a white dress is always appropriate for girls
- Boys should wear a suit, or at minimum, dress slacks with a collared shirt.
- No shorts for boys or girls.
- Girls may wear dresses, skirts with blouses, or dress slacks with blouses.
- Hemlines should be at least knee length, and one should be able to bow/genuflect without being revealing.

General Activities

Appropriate dress should reflect our Christian dignity and the respect we owe to ourselves, others, and the presence of God in our community. Therefore, we expect all participants in Church activities, whether on-site or off-site, to wear modest and dignified attire.

- This includes avoiding pajamas, tank tops (for both males and females), gym shorts, spaghetti straps, and revealing clothing.
- It is important to remember that appropriate attire is essential even during events not associated with a scheduled Mass.
- Students may be asked to go home and change if their attire is inappropriate.

Discipline

It's important for all students to come ready to learn. When a child displays inappropriate behavior, staff will address it immediately. If issues persist, the catechist will consult the Director of Religious Education. After a 2nd referral, or after a serious incident, parents will be notified and a meeting with the parent, child, and Father will be scheduled. Father will give directives in that meeting regarding next steps.

Registration: General Information

All registration forms must be signed by a parent or legal guardian, no exceptions. Registration, including the payment of the registration fee, is necessary prior to your child attending his or her first class. **Registration is open until September 13th.** After this date no further registrations will be accepted. Due to very limited space, priority for participation in Religious Education is for registered and active parishioners at St. Rita Catholic Church. If there is additional space, spots will be considered on an individual basis. Registration is not guaranteed. **Students are to be re-enrolled every year.** Students who have not completed the registration process will not be able to attend class. **Registration is not complete until all of the following have been met:**

- Copy of birth certificate (Baptism only)
- Copies of certificates of sacraments already received (Sacrament Prep only)
- Signed Handbook Agreement Form
- Registration forms have been filled out
- Registration payment has been received (your payment will not be taken until all paperwork is completed)

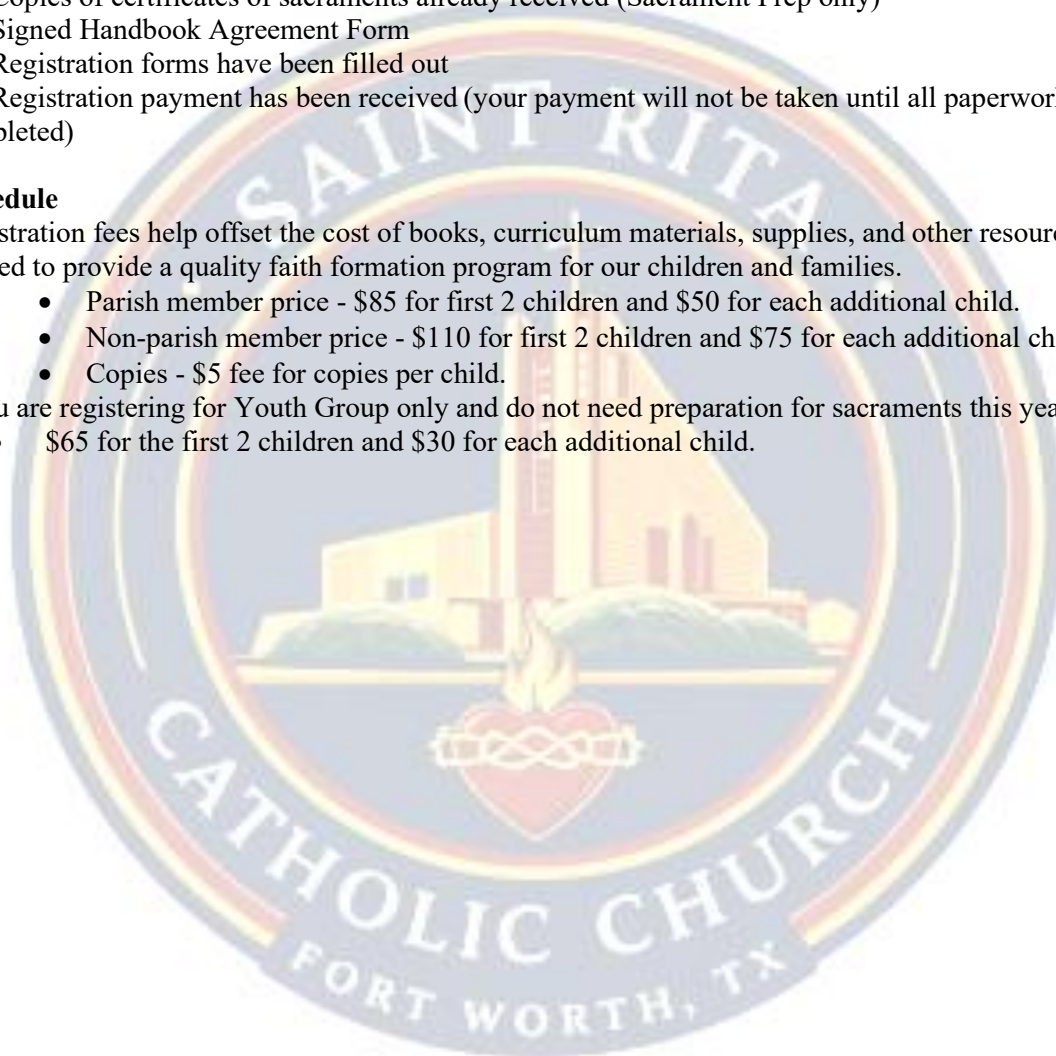
Fee Schedule

Registration fees help offset the cost of books, curriculum materials, supplies, and other resources needed to provide a quality faith formation program for our children and families.

- Parish member price - \$85 for first 2 children and \$50 for each additional child.
- Non-parish member price - \$110 for first 2 children and \$75 for each additional child.
- Copies - \$5 fee for copies per child.

If you are registering for Youth Group only and do not need preparation for sacraments this year:

- \$65 for the first 2 children and \$30 for each additional child.



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HANDBOOK AGREEMENT FORM

FORMULARIO DE ACUERDO DEL MANUAL

ACKNOWLEDGEMENT AND AGREEMENT

RECONOCIMIENTO Y ACUERDO

We (parents sharing with children) have read the entire content of the 2026-27 St Rita Religious Education Handbook and accept the policies, regulations, directives, and procedures contained in the manual and agree to abide by them.

I understand that the policies and procedures contained herein may be subject to change after the printing of this document.

Nosotros (padres e hijos) hemos leído todo el contenido del Manual de Educación Religiosa de Santa Rita 2026-27 y aceptamos las pólizas, regulaciones, directrices y procedimientos contenidos en el manual, y aceptamos cumplirlas.

Entiendo que las pólizas y procedimientos contenidos aquí pueden estar sujetos a cambios después de la impresión de este documento.

Parent/Guardian Signature/ Date/
Firma del padre/madre Fecha

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