



## **How to Receive Credit for Elementary Faith Formation (CCE) Absenc**



It is our expectation that in choosing the weekly Elementary Faith Formation (CCE) program that you are committed to having your child attend classes to learn about the faith and deepen their relationship with God through Jesus Christ on a regular and consistent basis. While we understand that the unexpected or *occasional* absence may occur due to illness, family emergency or a last-minute scheduling conflict, **it is our expectation that your child will miss no more than four (4) classes – two each semester - during the formation year (i.e., from September into early May).** Any absences beyond this without express notice to the Elementary Faith Formation Staff may result in the child being dropped from their class for that formation year and/or being delayed in establishing eligibility for First Sacraments preparation.

In order to receive credit for classes missed in the weekly program, we offer students the opportunity to make up a *limited* number of lessons at home with their parents/guardians.

**The number of lessons made up at home may not exceed four (4) in any given program year (Sept- early May) and are each due within three (3) class sessions of the original class absence.**

The lesson materials should be covered at home using the weekly *Lesson Plan* outline provided (see below) and any activities from the learner's textbook materials provided by the Catechist/Class Facilitator completed and returned to your child's Catechist in order to receive full credit for the missed classes/lessons. Any absences treated in this manner will be recorded as a 'make-up' and not counted against your child's attendance status for the year. **Again, no more than four (4) absences may be made up in this manner in any given program year.**

**If circumstances are such that your child will exceed the number of allowable make-ups (i.e., a permanent scheduling change has been encountered – please keep in mind that *seasonal schedule changes for sports practices will not be given priority*), please contact the Faith Formation (CCE) Office as soon as possible so that other arrangements can be made.** This may include changing to another CCE session (space permitting) or transferring to the Home Study CCE program. Please note that no students will be offered the option of transferring to the Home Study from the weekly CCE program after January 31<sup>st</sup> of any given formation year.

**If your child needs to submit make-up work for credit related to a class absence, please take the following steps:**

- 1. Request from your child's Catechist/Class Facilitator the materials/pages from their student textbook corresponding to the missed session date. Also request any supplemental activity sheets that were completed in class.**

## **How to Receive Credit for Elementary Faith Formation (CCE) Absences**

The assigned materials, by week and grade, are reflected on the *Elementary Faith Formation (CCE) Lesson Schedule* for the program year found on ***The Catechist* webpage of the St. Laurence website** at <https://stlaurence.org/the-catechist>. The Lesson Schedule can be found by scrolling down the **right-hand side** of the page. It is located **under the DOCUMENTS & TEACHING RESOURCES section**. Request these pages from the Catechist/Class Facilitator making note of which lesson “Week” in the program curriculum that your child’s absence occurred (from the Lesson Schedule).

2. **Continue to scroll down the right-hand side of *The Catechist* webpage to the *Weekly Lesson Plan Outlines*. Choose the weekly lesson that your child missed in class.**

Either download/print or launch the relevant Lesson Plan outline which will provide you with all of the necessary resources and support to teach the lesson at home.

3. **Following the Lesson Outline for the missed session date and using the textbook pages + supplemental activity sheets provided by the Catechist/Class Facilitator, cover the lesson at home with your child.** Be sure to frame the lesson within the context of the assigned Essential Question (“EQ”) which is their cognitive bookend or “takeaway” for the session.

Have your child complete any activities in the textbook pages and/or supplemental activity sheets provided. Also have your child dictate (with you as the scribe) or write a brief summary about that they learned from the lesson you covered together at home, going back to expanding on the *Essential Question* (“EQ”) or “takeaway” covered by the lesson.

4. **Turn in any completed textbook activity sheets and the lesson summary to your child’s Catechist/Class Facilitator within three (3) sessions of the original absence date. Be sure to include your child’s name (First and Last), Date of Absence and Class Number (i.e., 1J, 3S, 5K, etc.) on the sheets turned in for proper credit.**

Once completed and turned in to the Catechist/Class Facilitator, the child’s absence will be changed to a “make-up” on the class attendance sheet, with credit granted for the original absence.

### **Questions?**

Contact the Elementary Faith Formation (CCE) staff at 281.265.5774 or

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