

**OUR LADY OF CONSOLATION – RELIGIOUS EDUCATION**  
**POLICES/PROCEDURES**

**ARRIVAL-** Dropping off students can be done by driving up to the front entrance and having your child exit on the right side of your vehicle. It is very important for students to arrive on time for class. However students should not arrive sooner than 10 minutes before classes begin as teachers do not usually arrive sooner than that. If a student does arrive before their teacher, they should wait quietly outside the classroom. They are never to enter the classroom without an adult present. Please be aware, doors will be locked 10 minutes after classes begin. All Students are to come to class prepared with a folder and pen/pencil.

**ATTENDANCE-** Only 2 absences will be excused for either session. Make-up work will be expected after 2 absences. Excessive absences without communication to the Religious Ed office will result in repeating the class.

**TARDINESS-** Any student consistently arriving more than 10 minutes late without communication to the Religious Ed office, will be marked absent.

**EARLY DISMISSAL-** If you plan to have your child leave class early, a note must be presented to his/her teacher. Since students are not permitted to use their cell phones during class, please do not text your child when you are picking them up. The person picking your child up must come into the building. For the safety of your children, they will not be permitted to walk out to the parking lot alone.

**DISMISSAL-** All students will be dismissed from the main door of the Ministry Center. Parents must meet their child at the doors. No child will be allowed to walk through the parking lot to their ride unattended. We will make an exception for 8<sup>th</sup> grade students if their parent/guardian allows.

**CARE OF MINISTRY PROPERTY-** Any student who has been found defacing Ministry Center or church property will be held responsible whether their actions were willful or accidental.

**SECURITY-** For the safety of your children, all doors, including the front door, will remain locked 10 minutes after classes begin. Therefore, please make every effort to drop off your child on-time. If, however, they do arrive late, please wait with your child until someone comes to open the door.

**DISCIPLINE-** It is important that students understand what is expected of them during the hours spent in Religious Education. Acceptable behavior is expected at all times. Discipline will be administered if unacceptable behavior exists, such as:

1. Disrespectful attitude towards an adult or classmate.
2. Disruptive behavior (before, during or after class)
  - Verbal warning- 1<sup>st</sup> offense
  - Written warning to parents- 2<sup>nd</sup> offense
  - Possible transition to Home Schooling- 3<sup>rd</sup> offense
3. Damaging Ministry Center or church property or the property of others
4. Fighting in or outside of building
5. Cursing or swearing
6. Leaving the building during Religious Education without a supervised adult.
7. Stealing

8. Carrying weapons, such as knives, or toy guns or any item which would give the impression of harm
9. Possession of drugs, alcohol or cigarettes
10. Bullying of any sort

**HOMEWORK-** We are sensitive to the fact that students get a great deal of homework in school and with that in mind, we do not usually give homework. However, on occasion there may be a need for a teacher to give an assignment that needs to be completed at home.

**TESTING-** Diocesan wide testing for grades 5 & 8 will take place in January. All grades will take a class test at the end of the CCD session.

**INJURY/ILLNESS-** If a student becomes injured or ill during class, the Religious Ed office will first contact the parent/guardian. If we cannot reach the parent/guardian, we will then use their emergency contact to come pick up the child.

**MEDICINE-** No medicine, including aspirin, will be administered to any student. If your child requires medication, please see to it that it is administered prior to Religious Education class.

**MASS ATTENDANCE-** All families should be committed to attend weekly Mass. Mass attendance is necessary for your child to successfully participate in classroom discussion as well as to fully understand lesson content for the succeeding week.

#### **STUDENT RESPONSIBILITIES:**

- Be punctual and go directly to your assigned class
- Be attentive and participate during class
- Be respectful to teachers and classmates
- Complete assignments
- Use lavatories only at assigned times using the “buddy system”
- Do not leave the building alone
- No food or drink, except water, is allowed inside the building
- Participate in Reconciliation services, other liturgical experiences and workshops

#### **PARENT RESPONSIBILITIES:**

- Primary responsibility- commit to...
  - Faith Formation classes yearly
  - Weekly worship
- Attend scheduled parent meetings
- Strive to be punctual for drop off and pick up of your child
- Instill a positive attitude in your child
- Share your own faith experiences with your child
- Stewardship- Volunteer your time in some aspect with our program

*We appreciate your commitment and participation in our Religious Education program. May God's blessings be with you and your family as we work together on your child's faith journey.*