

SJN Religious Formation Policies and Procedures

RELIGIOUS FORMATION YEAR 2011-2012

Classes Begin September 20th / 21st

ATTENDANCE:

- Regular attendance is important for continuity in learning. A positive parental attitude toward the importance of regular attendance contributes greatly towards the child's appreciation of faith.
- Attendance will be taken at every session.
- In case of absence, kindly notify the RE Staff and your child's catechist. Parents should make sure that the child completes the text book pages for the missed session. Syllabuses for each Grade and Day are available on the website.
- More two instances of tardiness *or* early withdrawal from class without prior notice will be counted as an unexcused absence. Students are permitted two unexcused absences per semester. Chronic absenteeism will result in the denial of the student's advancement to the next grade level.
- Regular attendance at Sunday Mass is expected and regarded as a fundamental responsibility of parents to their children.

DISCIPLINE:

Because time is limited, the need to deal with behavioral issues swiftly, efficiently, and effectively is crucial. Each Catechist has Discipline History Form in his/her kit of classroom supplies. The Discipline Procedure will be as follows:

- **First Offense:** The Catechist will issue a warning to the student. The offense will be recorded on the Student's Discipline History Sheet.
- **Second Offense:** The Catechist will send the student to the Director of Religious Formation. Parents may be notified.
- **Third Offense:** The Director will contact the parents by phone, e-mail, or in person to inform them of their child's behavior. Following the conversation, a decision will be made at the Director's discretion. Depending on the situation, the possibilities may include one of the following:
 - The student can return to class with an apology to the Catechist.
 - The student can return to class with an apology to the Catechist *and* must be accompanied by the parent to moderate the child's behavior during subsequent classes. This procedure will continue until the child's behavior has been sufficiently modified to ensure that the parent's presence is no longer required.
 - The student will be temporary suspended from class and will perform out-of-class work assigned by the Catechist.
 - The student might be expelled from class.
- **Fourth Offense:** The student will be expelled from class for the duration of the year. Parents may opt to home school their child through the SJN Homeschooling Program.

Important caveat: *Depending upon the seriousness of the offense (i.e., striking another student), the nature of the student's attitude (i.e., overt contentiousness or impudence directed at the Catechist, a Staff member, or another adult), or a lack of cooperation from parents, this procedure can be altered at the discretion of the Director.*

ARRIVAL AND DISMISSAL:

- Children may be dropped off at the curb side in front of the main facility of the Mother of God School.
- At Dismissal Time:
 - Parents must park their vehicles by **backing** into the parking spaces in an orderly fashion so that the front of the vehicle is facing into the center of the parking lot.

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- Catechists *will retain students in the classroom until picked-up by a parent or properly designated adult*. No child is to leave the classroom unattended by a *properly designated* adult.
- If you have made carpooling arrangements for your child, please communicate your arrangements with the RE Staff and your child's catechist.
- If, in the event of an emergency, you must make other arrangements with another adult to pick up your child. **You must** notify the RE Staff in advance of the individual who will pick up your child. That individual must present an I.D. to the RE Staff and your child's catechist.

Note: SJN Staff are prohibited by archdiocesan policy from transporting children in our personal vehicles.

- Punctuality is important. Please drop-off and pick-up your child promptly.
- Only the **main entrance** to the Mother of God facility is to be used.

INCLEMENT WEATHER AND EMERGENCIES

- In the event of inclement weather or other emergencies, Religious Education classes will follow Montgomery County Public Schools' and/or the City of Gaithersburg's closure decisions.
- In the event of inclement weather or other emergencies *following* the close of the regular school day, listen to your local radio station, or log on to [Montgomery County Public Schools, Rockville, Maryland](http://www.mcps.k12.md.us/) <http://www.mcps.k12.md.us/> - or call the Religious Education Office for a recorded message. Our weather closure policy will follow that of the Montgomery County Public Schools After School Activities and/or the City of Gaithersburg.
- Please supply the Office of Religious Formation with a working email address and make a habit of checking your email and the religious formation website (www.sjnreligioused.org) for updates and notices.

COMMUNICATIONS

Good communication is the mutual responsibility of the RE Staff and Religious Formation parents. Parents are responsible for staying informed on all requirements, activities, and events pertaining to the Religious Formation and Sacramental Preparation Programs. Information can be obtained via the following:

- Religious Formation Website: www.sjnreligioused.org The RE Calendar, class syllabuses, various registration forms, and other important information are available from the website.
- Email – Please be sure to provide the RE Office with your most current and frequently used email addresses.
- SJN Parish Sunday Bulletin
- SJN Parish Sunday Announcements

Many blessings to you!

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