

## RELIGIOUS EDUCATION GUIDELINES

We want all children to feel welcome and have a fun, faith filled experience while they attend religious education classes here at the Church of St. John and St. Mary. We will do our best to provide a safe nurturing environment. We do ask that the children and parents help us achieve our goal by:

- ◇ Regular attendance at Mass on Sundays and Holy Days of Obligations
- ◇ Weekly attendance at religious education classes
- ◇ To do their very best work
- ◇ Be on time for class
- ◇ Show respect at all times to teachers and peers

### **Illness and Absence**

1. If your child is sick and unable to attend class, please phone the office and leave a message with your child's name and grade or email the grade coordinator.
2. Please remember that Religious Education is an important aspect of your child's life. For this reason, each class is important. Class attendance is not optional. Students are expected to be at each scheduled class, unless an illness, emergency or special occasion occurs. Please remember that students should not miss class due to a practice session for a sport. All chapter material must be completed for each missed class. If there are extenuating circumstances for absences, please call the office.
3. If a child becomes sick while in class, we will notify the parent by phone.

### **Discipline**

1. To maintain an atmosphere through which the sharing of God's love is ever present we offer these basic guidelines: **Respect** for one another, **Kindness** and **Sharing**, and **Times of Silence** which are necessary for learning and prayer.
2. Should a problem arise; the teacher will give the student a reminder of the guidelines.
3. If the behavior continues to disrupt the class the student will meet with the grade coordinator to talk about ways to help the child participate in the learning process of the class.
4. If, after reasonable warning, the student continues to be uncooperative and disruptive, the student will be sent to the religious education office where a disciplinary action form will be completed and signed by student, teacher and coordinator of religious education. The second time a student is sent to the office, the parent will be called to pick up their child.

### **Arrival and Dismissal**

1. For the safety of all arriving and departing students, drop off and pick up instructions will be emailed once registration is complete.
2. If a child must be picked up prior to the regular time of dismissal, please call the CCD office or send an email to the grade coordinator.
3. Dismissal times – **both Middle Schools - 4:00 pm; all elementary schools - 4:45**. We appreciate your efforts to arrive at this time. If you are running late, please call the office, so that we can let your child know.

### **CCD Class Cancellation**

We follow the Chappaqua Central School District Calendar and closings. If school and or after school activities are cancelled, we will not have religious education classes.

### **Safe Environment**

The safety and well-being of our children is our highest priority. To serve the goal of creating a safe environment, our catechists are all instructed in safe environment training, as required by the *Bishops Charter for the Protection of Children and Young People*, which was adopted by the U.S. Bishops in 2002. The full lesson plans for parental instruction for each grade can be reviewed online at <https://archny.org/ministries-and-offices/child-protection/childrens-curriculum/>