

SCHEDULE OF CLASSES

- + Classes meet Monday through Friday, beginning and ending with the public school calendar, unless otherwise noted. The students will have class on Monday, Wednesday and Friday; students will attend Mass on Tuesday and Thursday. Attendance at class and Mass are required.
- + **Faith Formation sessions begin each day at 7:45 a.m. and end at 8:25 a.m.** Bus students arrive at 7:15 a.m. Students that do not ride the bus may arrive after 7:15 a.m. *Supervision is not available before 7:15 a.m.*
- + Simple breakfast snacks are available before class for \$0.25.

ATTENDANCE

Punctual attendance is very important. Repeated absences and tardies disrupt the classroom flow and a student's ability to feel a part of the activities. If, however, a student must be absent or tardy, **THE PARENT IS EXPECTED TO SEND A NOTE OR MAKE A PHONE CALL TO THE FAITH FORMATION TEACHER EXPLAINING THE ABSENCE.** Any student with three (3) unexcused absences or tardies within thirty (30) calendar days will receive a Notification of Warning. (An unexcused absence is an absence for which no note or phone call was received from the parent.)

Two years of faithful attendance will be required prior to receiving First Communion. Three years consecutive faithful attendance will be required preceding Confirmation. Additional arrangements with the DRE will also be accepted as Sacramental preparation for children wishing to join the Catholic Church.

PROMOTION

A student who is not promoted by the school system is not promoted in the Faith Formation Program and is expected to repeat the same class.



BEHAVIOR EXPECTATIONS

1. All school policies apply to the Faith Formation program.
2. Students are to stay in assigned seats.
3. No talking out of turn; students must raise a hand to talk.
4. No abusive, disrespectful or disruptive behavior, language or actions.
5. Keep hands, feet and objects to yourself.
6. Be present and on time every day for class and/or Mass.
7. No cell phones permitted.
8. Headphones, iPods, CD players, small toys, etc. are not to be used in the cafeteria or classroom. Preferably, these should be kept at home. If lost or stolen, these items are not our responsibility.
9. No food or drink allowed except for breakfast program snacks.
10. Clothing must be modest at all times.

CONSEQUENCES OF BEHAVIOR

Grades 1-4—Behavior issues will be discussed by catechist and DRE. Phone calls to parents or guardians will follow to discuss how to work together for the good of the child.

Grades 5-8—Written Warnings

1st WARNING – Personal warning to the student by the teacher. A Notification of Warning will be sent to the parents. You are asked to sign the notice and return it to the teacher.

2nd WARNING – Student is removed from the class for the remainder of the day and sent to the DRE. A Notification of Warning will be sent to the parents. **In addition to** signing the notice and returning it to the teacher, you are asked to contact the religion teacher within 2 days in an effort to resolve the problem.

3rd WARNING – Student is removed from the classroom for 1 week (5 days). A Notification of Warning will be sent to the parents, which must be signed and returned to the teacher. The student will be given a packet of work to be **completed at home**. During this period, the child should not come to school until the 8:30 regular school starting time. **The child may re-enter the program after you and the teacher have discussed the problem and the teacher has received the completed and signed assignment.**

4th WARNING – Expulsion from the religion program. **Students will begin each semester with a “clean slate,” i.e. previous warnings erased.**

APPEALS – If a student would like to reenter the program, a consultation with the student, parents, teacher and the Education Committee will be arranged with the final decision being made by a vote of the Education Committee. Second appeals may be made with the student, parents, teacher and Parish Council with a vote by the Parish Council being the final decision.

In accordance with Diocesan Board of Education Policy # 5131,
“Attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the students, the school or the educational purposes of the school.”

PROGRESS REPORTS

Progress Reports (Report Cards) are sent out quarterly.

REGISTRATION

+ All students and parents must read over the Faith Formation Policy Handbook, then sign and return the Parent/Student Commitment form to the religion teacher. The signed commitment form registers students already in the program for the new school year.

+ New students must fill out a New Student Registration Form. A NEW FAMILY MEETING will be held in August requiring parents and children to attend to become more familiar with the curriculum and behavioral expectations of Faith Formation.

+ All new students should present a copy of their Baptismal certificate to be kept on file if the child was not baptized at St. Bernard Parish.

+ Families registering their child/children into our program should be registered parishioners of St. Bernard Parish. However, the Faith Formation program may accept non-Catholic children upon parental request. These students are expected to follow the same classroom and worship expectations as other participants.

+ The fee for the religion program is \$50 per child per year, not to exceed \$100 per family, payable at the time of registration.

**ST. BERNARD PARISH
ALBERS, ILLINOIS
FAITH FORMATION PROGRAM FOR GR. 1-8
(A Catholic Religious Education Experience)**



POLICY HANDBOOK

RELIGIOUS EDUCATION ADMINISTRATION

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