

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 Form. 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. Damian Church.

+ Families registering their child/children into our program should be registered parishioners of St. Damian Parish. However, children not of the Catholic faith tradition are accepted into the Faith Formation program upon parental request and are expected to follow the same classroom and worship expectations as other participants.

+ The fee for the religion program is \$50.00 per child per year, not to exceed \$100.00 per family, payable at the time of registration.

ST. DAMIAN FAITH FORMATION PROGRAM (A Catholic Religious Education Experience)



POLICY HANDBOOK For Students/Parents/Guardians

RELIGIOUS EDUCATION ADMINISTRATION

Pastoral Associate/DRE:

Deacon Glennon Netemeyer (Cell: 618-772-9343)

Parish Address: 1 West Main – Damiansville, IL 62215

Phone/Fax: 248-5134

Email: stdamians@wisperhome.com

SCHEDULE OF CLASSES

+ Classes for K-8 meet Monday through Friday beginning and ending with the public school calendar, unless otherwise noted. The students will have class on Tuesday, Wednesday and Thursday. Mass will be attended on Monday and Friday. Both class and Mass must be attended.

+ **Faith Formation begins each day at 7:40 a.m. and ends at 8:25.** Bus students arrive at 7:25 and gather in the gymnasium. Students that do not ride the bus may begin coming after 7:25. *Supervision is not available before that time. All students should come to the gym by 7:35 a.m.*

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 either absent or tardy, THE PARENT IS EXPECTED TO SEND A NOTE OR MAKE A PHONE CALL TO THE RELIGION 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.

Participation in the RCIA program (Rite of Christian Initiation of Adults [with adaptations for children]) 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 Religion Program but is expected to repeat the same class.

CLASS AND MASS BEHAVIOR EXPECTATIONS

1. All school policies apply in religion program.
2. **NO CHEWING GUM IN GYM, SCHOOL OR CHURCH.**
3. Show respect/reverence in word and action for catechists and students. This means no disrespectful, or disruptive behavior, profane language or actions. Refrain from “put-downs”; instead give compliments and affirm each other.
4. Remember that Mass is a *We* thing, not a *Me* thing. Build up the community by singing and responding to prayers. Genuflect when entering or leaving church. Treat books with care.
5. No cell phone or i-phone usage allowed anywhere.
6. Ipods, headsets, CD players, small toys must not be used in gymnasium or classroom. If lost or stolen, these items are not our responsibility.
7. No food or drink in the gym or classroom unless used in class activities.
8. Clothing must be modest at all times.

CONSEQUENCES OF BEHAVIOR

Grades K-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.

Each semester begins with a “Clean Slate” (previous warnings erased).