

## **PROGRAM POLICIES**

### **NEW STUDENTS**

All students are welcome to participate in the Religious Education Program of St. Michael's parish. Every effort will be made to provide for the catechetical needs of each individual. Registration forms are available in the rear of the church and at the parish Religious Education Office, located in the parish center. Forms can also be found on the parish web site

Children who will be six years of age before September 1st, should be enrolled in grade one classes. Exceptions can be made upon further discussion with the program director. Older students who are new or returning to the program will be placed in classes appropriate to their age or school grade.

### **CANCELLATION OF CLASSES**

Sunday classes: In the event of a severe snow or ice storm classes will be canceled to insure the safety of the children and their families. Announcements of cancellation will be listed on television channels: 4, 5 & 7, as well as on radio stations WRKO (680 AM) and WBZ (1030 AM) Weekday classes, including the high school Confirmation program are automatically canceled when there is no school that day due to bad weather. If a storm occurs later in the day, while students are at school, cancellations will be listed on television channels: 4, 5 & 7, as well as on radio stations WRKO (680 AM) and WBZ (1030 AM).

Note: Please do not call the parish center regarding cancellation of classes. This ties up the phone line and prevents parishioners from contacting the priest in case of emergency.

## **POLICIES REGARDING CLASS SIZE AND LACK OF CATECHISTS**

- § Each class will consist of no more than 12 students (according to archdiocesan policy.)
- § If we are not able to find enough catechists for each class, students who are registered before classes begin will be assigned to classes with catechists. Families registering on the first day of classes or later might have to instruct their children at home until a catechist can be found for that grade level.

Note: Please understand that we are not referring to registration as “paying money.” Registration means reviewing the form, making any changes or additions and returning it to the program director. We appreciate when fees can be paid at that time, but also understand that some families might need to wait. No student is ever turned away for lack of fees and all students are given textbooks.

## **DISCIPLINE**

Disrespectful or continuously disruptive behavior should not have to be tolerated. Catechists deserve respect from students and other students deserve the chance to learn without constant interruption.

When discipline problems arise, the student will be given three warnings:

- § The catechist will remind the student that they will be sent to the office if they continue to misbehave.
- § The student will be sent to the office to speak with the program director.
- § The parents will be notified and asked to meet with the director and catechist before the student will be permitted to return to class.

Every effort will be made to work with the parents and students to find solutions to allow the student to remain in the program. However, in extreme cases, parents will be asked to instruct their child at home under the guidance of a parish staff member or to participate in classes along with the child for the remainder of the school year.

## **ATTENDANCE:**

Recognizing the many demands placed on parents today, St. Michael's Parish does not adhere to a policy of “permitted absences” or “required number of classes.” Instead, we ask that parent's make every effort to take seriously their responsibility to provide sound formal religious education for their children through participation in as many classes as possible.