

# **RELIGIOUS EDUCATION**

## **POLICIES AND GUIDELINES**

*PLEASE READ THESE POLICIES AND GUIDELINES CAREFULLY AND DISCUSS THEM WITH YOUR CHILD. KEEP FOR YOUR RECORDS. A PARENT/LEGAL GUARDIAN MUST ACKNOWLEDGE THAT HE/SHE HAS READ AND ACCEPTED THESE POLICIES AND GUIDELINES WITH THEIR SIGNATURE ON THE STUDENT REGISTRATION FORM.*

### **REGISTRATION**

Registration is available to registered, active parishioners only. Parishioners are considered active if they are registered in the parish and are worshipping and contributing their time, talent and treasure weekly.

Tuition is due in full at the time of registration. Home study may be provided upon request with paid registration.

**NO refunds issued after September 1, 2017.**

### **ATTENDANCE**

Contact the Religious Education Office if your child misses two or more consecutive classes. Students may be removed after three consecutive absences. Before a student is removed, efforts will be made to contact a parent. If a student is removed for nonattendance, no refund will be given. If an absence occurs, ask the catechist for the dated lesson(s). If the lesson is completed at home and returned to the catechist, credit will be given for the absence. **Credit will be allowed only for three made up absences.** To be eligible for **Preparation for a Sacrament** the student must be present a minimum of 90% of the Religious Education class days the year prior to and the year of the Sacrament.

### **DROP OFF/ PICK UP PROCEDURES**

Before leaving a child or youth, it is the responsibility of the parent/guardian to make sure that child/youth is in the care of the catechist that is responsible for supervision. Parents must park in a designated parking space and escort their child to and from the catechist, with the following exceptions: Junior & Senior High students may be dropped off & picked up at the back doors of the elementary school.

Once a student arrives, he/she is not to leave the building until regular dismissal. To leave early, both parent & student must sign out through the Religious Education Office.

If a student arrives after the bell rings, he/she must check in through the Religious Education Office. **Students arriving 15 or more minutes after the start of class will not be admitted, and will be counted absent.** Whenever disputes arise, the Religious Education Office follows the requests of the custodial parent with whom the child resides more than fifty percent of the time, unless directed otherwise by a court of law.

### **SACRAMENT PREPARATION**

To be eligible to prepare for the Sacraments of First Reconciliation and First Eucharist, the student must be enrolled in a Religious Education program the year prior to and the year of the Sacrament. If not attending the Parish Religious Education program (i.e. Home Schooled or attending Catholic School students) documentation/curriculum must be provided. According to Archdiocesan Guidelines, Sacrament Preparation Classes must be separate and distinct from grade level catechesis; student must be enrolled in both. Student must attend immediate and focused preparation for the Sacraments in the Parish community.

To be eligible for the sacrament of Confirmation, the student must be enrolled in a Religious Education program two (2) years prior to and the year of the Sacrament. If not attending the Parish Religious Education program (i.e. home schooled or attending Catholic School) documentation/curriculum must be provided.

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## **CURRICULUM**

Students will be periodically tested for comprehension according to grade level. Grade level human sexuality catechesis may be presented in class or by means of retreats, lock-ins, and parent/child classes, etc. Parents will be given the opportunity to preview such materials beforehand.

## **CONDUCT**

Procedures for improper student conduct\*:

- 1<sup>st</sup> warning – verbal
- 2<sup>nd</sup> warning – time out determined by the catechist
- 3<sup>rd</sup> warning – sent to Religious Education Office
- 4<sup>th</sup> warning – parent contact
- 5<sup>th</sup> warning – removal from Religious Education class and placed in home study program.

\* Exceptions for which no prior warning will be given.

1. Illegal activity such as, but not limited to, possession of weapons or drugs, physical violence, or destruction of property on church grounds. Violators will be prosecuted and immediately expelled. No refund will be given.
2. Possession or use of tobacco or alcohol by minors or being under the influence of drugs or alcohol. The pastor or D.R.E. will determine the necessary action to take, including legal action, 3-class suspension, or expulsion from Religious Education. No refund will be given, if expelled.
3. Any student causing a false fire alarm will be responsible for state or local penalties/fines. The Pastor or D.R.E. will determine the necessary action to take, including 3-class suspension.
4. Verbal threats, racial slurs, or use of profanity will not be tolerated. Parents will be called. Any student using this kind of language will be removed from class and receive a 3-class suspension.

**Cell phones and other electronic devices are not to be used by students during class.** A Religious Education staff member or catechist will take possession of devices that interfere with learning or discipline. A confiscated device will be released only to a parent/guardian. After the first offense, there will be a \$50.00 charge for each incident. Parents may reach their children in an emergency by calling 281-337-3130.

## **MEDICATIONS**

Students should **NOT** have in their possession any medications, prescribed or over-the-counter while attending R. E. classes. Arrangements **MUST** be made with a Religious Education Office Staff member regarding special circumstances. In which case, a parent or guardian must administer the medication. This medication must be in its original container.

## **DRESS CODE**

Appropriate and modest dress is required at all times. Students not in compliance will be sent home.

- The hem of shorts and/or skirts must come *at least to mid thigh* when student is seated.
- No visible undergarments, No spaghetti straps or A-shirts, No skin tight or low-cut shirts.
- No sexually explicit prints/graphics or provocative clothing.
- No clothing that promote of alcoholic beverages, skulls, or any other adult content.

## **MEDIA RELEASE**

I grant / I do not grant permission to Shrine of the True Cross Church to allow my child(ren) to be photographed. It is my understanding that the photograph may be used for church purposes during the 2016-2017 school year. I understand that granting permission releases Shrine of the True Cross Church and the Archdiocese of Galveston-Houston from any future claims as well as any liability arising from the use of said photograph.

Revised March 2017