

Positive Policies for a Successful Year
P/K, Grades 1-10

I. Attendance:

To have successfully completed one year of the Holy Cross Religious Education Program, a child must be registered in the program and have attended class on a regular basis. Only two absences will be allowed. A prerequisite for a child to receive a sacrament is participation in a religious education program the year prior to being in the sacramental class and successful completion of said class. The Archdiocesan guidelines state specifically that the **child must be fully participating in his/her second consecutive year of faith formation to ensure readiness to celebrate the Eucharist.** Regular participation in Mass and class attendance in the Holy Cross religious education program is evidence of the child's participation and readiness.

IT IS IMPORTANT THAT CLASSROOM ATTENDANCE BE ACCURATE.

II. Classroom Activities:

Furniture may be moved around. **Please make sure all furniture is properly moved back into place. Students are not allowed in a classroom without an adult and may not touch or bother the Hanshew classroom teacher's property, supplies or desk. Please do not touch promethean boards.**

An altar area or prayer area may be set up. Suggested items would be a Bible, rosary, crucifix, picture of Jesus, or a cloth. **No candle may be lit.**

No food or drink is allowed in the classroom. **Please leave the area in clean condition.**

An adult or aide must escort students to the bathroom facilities. **Encourage students to use the facilities prior to entering the classroom.**

III. Class Discipline:

We are only in the classroom for 90 minutes, therefore it is vitally important that respect be shown to each other and by each other. At your first class, develop with your students a set of classroom rules. This allows them to be an integral part of the classroom discipline.

When discipline is required:

Take the student aside and explain to them why their behavior is not appropriate. If necessary, remove them from the situation. Please do not allow the problem to persist, This only frustrates you and affects the other students in the room.

Should the problem continue:

Have an adult escort the child to see the Director of Faith Formation or Youth Director.

The Director will proceed with the following:

Discussion with the child about their behavior and why it is not appropriate. Time out will be given for the child to reflect on their behavior and then the child will be returned to the classroom.

Upon second visit to the Director:

The child's parent will be notified of the behavior. The parent will be informed that if the behavior continues, it will become necessary for the parent to accompany the child to class and remain with them.

IV. Dismissal Procedures:

All students should remain in their classroom until 8 p.m. Please do not dismiss your students early. If a child is to remain in the classroom until an adult, guardian, or older sibling picks them up, a **Dismissal Requirement Form** must be filled out. Please keep these forms with you for easy referral.

V. Fire Drill Procedures:

1. Evacuate the room quickly, quietly, and in a safe and orderly manner.
2. Proceed out of the room to the exit shown on diagram attached. *Upstairs will proceed down the main stairs to the main exit and out the front doors.*
3. Leave everything in the room,
4. Remain with your students at all times.
5. Turn out the light, close all doors and windows.
6. Move at least 100 feet away from the school building. Stay clear of roadways, traffic lanes, or anywhere that might interfere with safety equipment
7. When there is an "all clear", return to the classroom quietly and orderly.