

# ST MARY PARISH, PHILOTHEA

## RELIGIOUS EDUCATION PROGRAM POLICIES AND PROCEDURES

### Religious Instructors:

Our teachers will teach the doctrines of the Catholic faith including, but not limited to, the Bible and Tradition, the Sacraments, the Ten Commandments, Prayer Life, the Life of Jesus, Saints, Church History and Living Our Faith.

- a. All teachers and aides are volunteers, without them we would not be able to teach our faith. Please give them the gratitude and respect they deserve.
- b. Outside of the classroom we expect, not only our volunteers but you as a family, to reinforce the teachings of the faith and be living examples of our faith.
- c. Our teachers will do their best to create an educational and enjoyable environment.
- d. All teachers, to the best of my knowledge, are in full communion with the Catholic Church. They are required to teach the official teachings of the Catholic Church. They have been instructed in the Decree on Child Protection, fingerprinted and VIRTUS trained following the policies of the Archdiocese.

### Policy for Attendance:

The parish is required by the Archdiocese of Cincinnati to offer at least 30 hours of catechetical instruction over the course of the standard school year. The goal is to encourage all students to develop a deep relationship with our Lord Jesus Christ. With that thought in mind, all students are required to participate in religion class unless other arrangements have been made.

### Grades One through Six – Early Session 7:00 to 8:00

**Grades Seven through Twelve – Late Session 8:00 to 9:00, attendance will also be expected for any other special events (speakers, presentations, etc.) which may start prior to the usual class time.**

In the event your child cannot attend religion class on a given evening, please have the courtesy to contact the teacher or director to let them know.

### Policy for Discipline:

If the student causes a disturbance in class, the teacher will first try to resolve the matter with the student. If the student continues to cause problems the parent will be notified. However, if improvement is not forthcoming a parent or another adult will be asked to “sit in” on the next class to help improve the student’s behavior.

### Safety and Emergency Procedures:

The St Mary Religious Education Program is not responsible for supervision of students or accidents to student that may occur prior to or after class time. In the event of an emergency or accident the administrator will promptly try to contact the parent and contact appropriate medical or emergency personnel.

In the event that classes have to be canceled due to inclement weather or other emergencies a statement of cancellation will be texted to the parents. **Classes will still be held even if school has been cancelled unless the administrator had determined it is unsafe to do so.**