

*Classes begin September 23<sup>rd</sup> / 24<sup>th</sup>*

**ATTENDANCE:** All students are expected to attend classes regularly and arrive on time. Religious Formation Classes meet only once a week for 1 hour 15 minutes. Catechists have a limited amount of time to get their classes settled and complete lessons in compliance with the Archdiocesan Curriculum Guidelines.

- Regular attendance is important for continuity in learning. A positive parental attitude toward the importance of regular attendance contributes greatly towards the child's appreciation of faith.
- Attendance will be taken at every session.
- In case of absence, kindly notify the RE Staff and your child's catechist. Parents should make sure that the child completes the text book pages for the missed session. Syllabuses for each Grade and Day are available on the website.
- More than two instances of tardiness *or* early withdrawal from class without prior notice will be counted as an unexcused absence. Students are permitted one *unexcused* absences per semester. Chronic absenteeism will result in the denial of the student's advancement to the next grade level.
- Regular attendance at Sunday Mass is expected and regarded as a fundamental responsibility of parents to their children.

**STANDARDS FOR PROPER CONDUCT:** The standards for proper conduct in the SJN Religious Formation Program are as follows:

- **All students are expected to acknowledge and respect their catechists' authority.** Our catechists have the *right to assign homework and/or class work* and to expect cooperation, respect, and obedience from their students.
- **All students are expected to complete and submit classwork and homework which is assigned to them.**
- **Gratitude toward our catechists.** For every hour spent in the classroom, our awesome and dedicated catechists spend an additional 4 to 5 hours in preparation time. They commit to this ministry for a minimum of 27 weeks. Gratitude and respect are appropriate responses for their worthy endeavors. Remember: Without our *volunteer* Catechists, SJN would not have a catechetical ministry.
- **All students are expected to engage in appropriate classroom conduct. This conduct includes the following:**
  1. Conduct themselves courteously toward their catechists and fellow students.
  2. Remain in the classroom and seated at desks unless otherwise directed by the catechist.
  3. Listen attentively and speak only in turn.
  4. Come to class prepared with textbooks, folders, completed assignments, and so forth.
  5. Avoid generally disruptive behavior.
  6. Leave all electronic devices at home. (*Note: Electronic devices brought into the classroom may be confiscated and returned at the end of class.*)
- **All students are expected to respect the property of others. This includes the following:**
  1. Treat the classroom furniture properly.
  2. Treat their fellow classmates' property respectfully.
  3. Proper use of restrooms.
- **Regular and timely attendance is expected.**

## DISCIPLINE PROCEDURE:

Because time is limited, the need to deal with behavioral issues swiftly, efficiently, and effectively is crucial. Each catechist has Discipline History Form in his/her kit of classroom supplies. The Discipline Procedure will be as follows:

- **First Offense:** The catechist will issue a warning to the student. The offense will be recorded on the Student's Discipline History Sheet.
- **Second Offense:** The catechist will send the student to the Director of Religious Formation. Parents may be notified.
- **Third Offense:** The Director will contact the parents by phone, e-mail, or in person to inform them of their child's behavior. Following the conversation, a decision will be made at the Director's discretion. Depending on the situation, the possibilities may include one of the following:
  1. The student can return to class with an apology to the catechist.
  2. The student can return to class with an apology to the catechist *and* must be accompanied by the parent to moderate the child's behavior during subsequent classes. This procedure will continue until the child's behavior has been sufficiently modified to ensure that the parent's presence is no longer required.
  3. The student will be temporary suspended from class and will perform out-of-class work assigned by the catechist.
  4. The student might be expelled from class.

**Fourth Offense:** The student will be expelled from class for the duration of the year. Parents may opt to home school their child through the SJN Homeschooling Program.

***Important caveat:** Depending upon the seriousness of the offense (i.e., striking another student), the nature of the student's attitude (i.e., overt contentiousness or impudence directed at the catechist, a staff member, or another adult), or a lack of cooperation from parents, this procedure can be altered at the discretion of the Director.*

## ARRIVAL AND DISMISSAL:

- **Arrival Time:** Please accompany your child to the classroom. If the catechist has not yet arrived, please remain in the classroom until s/he does so.
- **Dismissal Time:**
  1. Catechists *will retain students in the classroom until picked-up by a parent or properly designated adult*. No child is to leave the classroom unattended by a *properly designated* adult.
  2. If you have made carpooling arrangements for your child, please communicate your arrangements with the RE Staff and your child's catechist.
  3. If, in the event of an emergency, you must make other arrangements with another adult to pick up your child. *You must* notify the RE Staff in advance of the individual who will pick up your child. That individual must present an I.D. to the RE Staff and your child's catechist.
- **Note:** SJN Staff are prohibited by archdiocesan policy from transporting children in our personal vehicles.
- **Punctuality is important.** Please drop-off and pick-up your child promptly.
- **Drop and Pick Location:** Only the **main entrance** to the Catechetical Building (located at the Religious Formation Office) is to be used.

## INCLEMENT WEATHER AND EMERGENCIES:

- In the event of inclement weather or other emergencies, Religious Education classes will follow Montgomery County Public Schools' and/or the City of Gaithersburg's closure decisions.
- In the event of inclement weather or other emergencies *following* the close of the regular school day, listen to your local radio station, or log on to [Montgomery County Public Schools, Rockville, Maryland](http://www.mcps.k12.md.us/) <http://www.mcps.k12.md.us/> - or call the Religious Education Office for a recorded message. Our weather closure policy will follow that of the Montgomery County Public Schools After School Activities and/or the City of Gaithersburg.
- Please supply the Office of Religious Formation with a working email address and make a habit of checking your email and the religious formation website ([www.saintjohnneumann.org](http://www.saintjohnneumann.org)) for updates and notices.

## COMMUNICATION:

Good communication is the mutual responsibility of the RE Staff and Religious Formation parents. Parents are responsible for staying informed on all requirements, activities, and events pertaining to the Religious Formation and Sacramental Preparation Programs. Information can be obtained via the following:

- Religious Formation Website: [www.saintjohnneumann.org](http://www.saintjohnneumann.org) The RE Calendar, class syllabuses, various registration forms, and other important information are available from the website.
- Email – Please be sure to provide the RE Office with your most current and frequently used email addresses.
- SJN Parish Sunday Bulletin
- SJN Parish Sunday Announcements

*Many blessings to you!*

Maureen Joseph, DRE  
[mjoseph@saintjohnneumann.org](mailto:mjoseph@saintjohnneumann.org)

Cecilia Dayao, Admin Asst.  
[cdayao@saintjohnneumann.org](mailto:cdayao@saintjohnneumann.org)

**RE Office: 301-977-7990**