

# Our Lady of Perpetual Help Religious Education Program

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You shall put these words of mine in your heart and soul, and you shall bind them as a sign on your hand, and fix them as an emblem on your forehead.

Teach them to your children, talking about them when you are at home and when you are away, when you lie down and when you rise.

Write them on the doorposts of your house and on your gates, so that your days and the days of your children may be multiplied in the land that the LORD swore to your ancestors to give them, as long as the heavens are above the earth.

Deuteronomy 11:18-21



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## PARENT HANDBOOK 2022~2023

**OUR WITNESS AS PARENTS OF**  
**OUR LADY OF PERPETUAL HELP**  
**ROMAN CATHOLIC FAITH FORMATION**

The mission of Our Lady of Perpetual Help Faith Formation is to create an atmosphere of faith and love in helping our children become the disciples they are called to be by their Baptism.

At our children's Baptism, we promised to be their first teachers of the faith. As parents, we are in partnership with the catechists and staff of Our Lady of Perpetual Help Faith Formation. We pledge to help our children develop a personal relationship with Jesus Christ through prayer, God's Word, worship, and by adhering to the teachings of the Catholic Church. We promise to participate weekly in Sunday worship.

Dear Parents:

We welcome you and your child/children to the Our Lady of Perpetual Help Religious Education Program! We look forward to helping your child, along with you, on his/her spiritual journey to God. Our program is a rich opportunity for both parents and children to draw closer to Jesus and His Church.

We are hoping this handbook will provide you with all the necessary information you will need for the coming school year. Please refer to the Table of Contents for your child's specific Level, calendars and policies. If we can help you in any way please feel free to call us at (631) 226-7725 X 253.

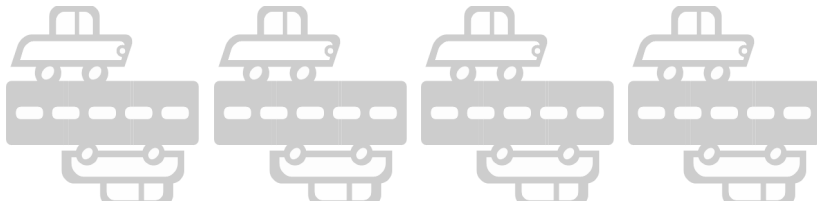
**Religious Education Staff**

**PARKING**

WE UNDERSTAND YOUR DIFFICULTIES IN BRINGING AND PICKING UP YOUR CHILD TO OUR LADY OF PERPETUAL HELP RELIGIOUS EDUCATION CLASSES.

PLEASE TRY TO REMEMBER:

“PATIENCE IS THE ABILITY TO IDLE YOUR MOTOR WHEN YOU FEEL LIKE SLIPPING YOUR GEARS.”



**SERENITY PRAYER**

GOD, GRANT ME THE SERENITY TO ACCEPT THE THINGS I CANNOT CHANGE, THE COURAGE TO CHANGE THE THINGS THAT I CAN, AND THE WISDOM TO KNOW THE DIFFERENCE

THANK YOU SO MUCH FOR YOUR COOPERATION IN THIS MATTER

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## PERSONNEL

### **MODERATORS:**

Father Fidelis Ezeani— Level 1  
Monsignor Joseph DeGrocco— Levels 2-5  
Father Frank Zero— Levels 6-8

### **DIRECTOR OF FAITH FORMATION:**

April Kleinlaut

### **OFFICE STAFF:**

Bridget Jordan  
Christine Graham  
Jessica Becker-Paolo

**TELEPHONE:** (631) 226-7725 X253

**E-MAIL:** [religioused@oloph.org](mailto:religioused@oloph.org)

## CATHOLIC PRAYERS AND LEVEL REQUIREMENTS

- Level One: Sign of the Cross, Our Father, Hail Mary, and Glory Be.
- Level Two: Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, and The Eucharist.
- Level Three: Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, The Eucharist, and Seven Sacraments.
- Level Four: Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, The Eucharist, Seven Sacraments, and 10 Commandments
- Level Five: Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, The Eucharist, Seven Sacraments, 10 Commandments, and Nicene Creed.
- Level Six: Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, The Eucharist, Seven Sacraments, 10 Commandments, Nicene Creed, Works of Mercy, and Precepts of the Church.
- Level Seven: Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, The Eucharist, Seven Sacraments, 10 Commandments, Nicene Creed, Works of Mercy, Precepts of the Church, Gifts of the Holy Spirit, Moral Law, 7 Deadly Sins and Lively Virtues, and Beatitudes.
- Level Eight: Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, The Eucharist, Seven Sacraments, 10 Commandments, Nicene Creed, Works of Mercy, Precepts of the Church, Gifts of the Holy Spirit, Moral Law, 7 Deadly Sins and Lively Virtues, Beatitudes., Life of Christ, Social Justice, Chastity, and Gifts of the Holy Spirit.

## **Don't Forget to Sign up for Text Messages:**

**Type Message to 81010  
TEXT MESSAGE CODES-**

**Level 1: @1olph22**

**Level 2: @2olph22**

**Level 3: @3olph22**

**Level 4: @4olph22**

**Level 5: @5olph22**

**Level 6: @6olph22**

**Level 7: @7olph22**

**Level 8: @8olph22**

**SPEN/COMM: @olphspcom**

## **RELIGIOUS EDUCATION**

### **OFFICE HOURS**

#### **School Year:**

Sunday: CLOSED

Monday: 9:00 a.m. to 5:00 p.m.

Tuesday: 9:00 a.m. to 5:00 p.m.

Wednesday: 12:00 p.m. to 8:00 p.m.

Thursday: 9:00 a.m. to 5:00 p.m.

Friday: CLOSED

Saturday: BY APPOINTMENT ONLY

#### **Summer (Memorial Day~Labor Day):**

Sunday: CLOSED

Monday: 9:00 a.m. to 5:00 p.m.

Tuesday: 9:00 a.m. to 5:00 p.m.

Wednesday: 12:00 p.m. to 8:00 p.m.

Thursday: 9:00 a.m. to 5:00 p.m.

Friday: 9:00 a.m. to 2:00 p.m.

Saturday: CLOSED

### **LOCATION**

Our office is located in the rectory building. You may access our office by entering the rectory through the front doors (building with the Mary statue in front). During class time, our staff will be accessible by phone.

**SATURDAY CLASSES-LEVELS 1-5 & SPECIAL EDUCATION**

**SESSION I- 8:30-9:30 a.m.**

ALBANY, ALLEGHANY, DANIEL ALL OUT OF TOWN SCHOOLS

**SESSION II-10:00-11:00**

STREETHARDING, RALL, WEST GATES,, SPECIAL EDUCATION

09/24	CLASS	Levels 1 & 2 Commitment Service at 11:15 a.m. in the Church
10/01	CLASS	Levels 3-5: Commitment Service at 11:15 a.m. in the Church/ Levels 1-2: Class
10/08	CLASS	Level 2 Penance Video
10/15	CLASS	Level 1 Student Meeting: Safety
10/22	CLASS	Level 3 Open House
10/29	CLASS	Level 4 Penance Service at 11:15 a.m. in the Church
11/05	CLASS	Level 5 Open House
11/12	CLASS	Level 1 Open House
11/19	CLASS	Levels 2 & 3 Student Meeting: Safety
11/26	NO CLASS	THANKSGIVING BREAK
12/03	CLASS	Level 4 Parent/Child Workshop: Advent
12/10	CLASS	Level 5 Penance Service at 11:15 a.m. in the Church
12/17	CLASS	Level 2 Parent Meeting: Penance
12/24	NO CLASS	CHRISTMAS BREAK
12/31	NO CLASS	NEW YEAR'S BREAK
01/07	CLASS	Level 2 First Penance at 11:15 a.m. in the Church
01/14	CLASS	Level 2 Communion Video
01/21	CLASS	
01/28	CLASS	
02/04	CLASS	Level 3 Penance Service at 11:15 a.m. in the Church
02/11	CLASS	Level 2 Communion Retreat
02/18	CLASS	Level 5 Parent/Child Workshop: Lent
02/25	NO CLASS	WINTER BREAK
03/04	CLASS	Level 3 Parent/Child Workshop: Prayer
03/11	CLASS	Level 2 Communion Meeting
03/18	CLASS	Levels 4 & 5 Student Meeting: Safety
03/25	CLASS	Levels 2-5 Final Review
04/01	CLASS	Level 1 Parent/Child Workshop: Easter/Levels 2-5 FINAL EXAM

**OUR LADY OF PERPETUAL HELP CHURCH**

**RECTORY:**

210 South Wellwood Avenue  
Lindenhurst, New York 11757

Telephone (631) 226-7725 X 200

**Rectory Office Hours:**

Monday– Thursday 9:00 a.m. – 9:00 p.m.  
Friday– Sunday 9:00 a.m. –2:00 p.m.

**Pastor:** Reverend Monsignor Joseph DeGrocco

**Parochial Vicars:**

Reverend Fidelis Ezeani  
Reverend Frank Zero  
Reverend Emmanuel Okonkwo

**Deacons:**

William R. Crosby Sr.  
Douglas G. Smith  
Robert A. Becker

**Weekday Masses**

Monday-Friday: 6:30 a.m., 12:15 p.m.  
Saturday Mornings: 8:00 a.m.

**Sunday Masses**

Saturday: 5:00 p.m.  
Sunday: 8:00 a.m., 10:00 a.m., 12:00 p.m.

**SACRAMENT OF RECONCILIATION (Confession)**

Confessions are being heard in the “new school annex” near High Street. Also available by individual appointment with one of the priests.

Saturday: 4:00 – 4:45 p.m.



**Parents in Building:** Parents are not allowed in the Building during drop off OR PICK UP. Hall monitors or staff will be at the doors of the new building to escort your child to the classroom if necessary.

**III. EMERGENCY PROCEDURES**

**Lockdown Policy:** If a lockdown is necessary, our policy is the same as Lindenhurst School District. Parents are not allowed in the building. If the building must be evacuated the children will be brought to the church for parent pickup.

**EMERGENCY CLOSING:** DO NOT CALL THE RECTORY!  
When classes are cancelled, News 12 will announce the closing. You will also be emailed if time allows. We will post the closing on Facebook as well as sending out a text through the Remind system (see the following page for details).

*E. Medical Information*

**I. ALLERGIES/MEDICAL CONDITIONS**

We take allergies—especially food allergies—very seriously. Please let us know of any particular allergies or medical conditions your child has BEFORE THE START OF THE ACADEMIC YEAR. If your child is on any type of medication or has any special medical needs, the Office must be advised.

**II. DISABILITIES**

Please notify the Religious Education Office if your child has any disabilities, so the proper accommodations may be made (i.e., medications, walkers, wheelchairs, etc.).

**III. HEAD LICE**

If your child is diagnosed with a case of head lice, please **DO NOT SEND HIM/HER** to Religious Education until they have been cleared by a nurse to return to school.

**LEVEL 6**  
**WEDNESDAYS 5:30 p.m. – 6:30 p.m.**

09/21	CLASS	COMMITMENT SERVICE IN THE CHURCH
09/28	CLASS	
10/05	CLASS	
10/12	CLASS	
10/19	CLASS	
10/26	CLASS	PARENT MEETING: SCRIPTURE IN AUDITORIUM
11/02	NO CLASS	ALL SOUL'S DAY
11/09	CLASS	
11/16	CLASS	
11/23	NO CLASS	THANKSGIVING BREAK
11/30	CLASS	PENANCE SERVICE IN CHURCH
12/07	CLASS	
12/14	CLASS	
12/21	NO CLASS	CHRISTMAS BREAK
12/28	NO CLASS	CHRISTMAS BREAK
01/04	CLASS	
01/11	CLASS	
01/18	CLASS	
01/25	CLASS	
02/01	CLASS	
02/08	CLASS	PARENT/STUDENT MEETING: HUMAN DIGNITY IN AUDITORIUM
02/15	CLASS	
02/22	NO CLASS	ASH WEDNESDAY/WINTER BREAK
03/01	CLASS	
03/08	CLASS	STUDENT SAFETY MEETING IN AUDITORIUM
03/15	CLASS	
03/22	CLASS	FINAL REVIEW
03/29	CLASS	FINAL EXAMS/CONFIRMATION WORKBOOKS DUE

Confirmation Covenant Mass: Saturday, October 15<sup>th</sup> & Sunday, October 16<sup>th</sup>

**LEVEL 7**  
**WEDNESDAYS 7:00 p.m. – 8:00 p.m.**

09/21	CLASS	COMMITMENT SERVICE IN THE CHURCH
09/28	CLASS	
10/05	CLASS	
10/12	CLASS	
10/19	CLASS	PENANCE SERVICE IN THE CHURCH
10/26	CLASS	
11/02	NO CLASS	ALL SOUL'S DAY
11/09	CLASS	
11/16	CLASS	
11/23	NO CLASS	THANKSGIVING BREAK
11/30	CLASS	
12/07	CLASS	STUDENT/PARENT WORKSHOP: JESUS IN THE CHURCH
12/14	CLASS	
12/21	NO CLASS	CHRISTMAS BREAK
12/28	NO CLASS	CHRISTMAS BREAK
01/04	CLASS	
01/11	CLASS	STUDENT-ONLY SESSION ON CHASTITY IN AUDITORIUM
01/18	CLASS	
01/25	CLASS	
02/01	CLASS	
02/08	CLASS	
02/15	CLASS	PARENT/STUDENT MEETING ON SOCIAL JUSTICE IN AUDITORIUM
02/22	NO CLASS	WINTER BREAK/ ASH WEDNESDAY
03/01	CLASS	
03/08	CLASS	TEACHING MASS ON THE EUCHARIST IN THE CHURCH
03/15	CLASS	
03/22	CLASS	FINAL REVIEW
03/29	CLASS	FINAL EXAMS/ CONFIRMATION WORKBOOKS DUE

**HUNGER BANQUET: SUNDAY, MARCH 5, 2023**

***D. Building Regulations***

**I. DROP-OFF AND PICK-UP**

**ARRIVAL PROCEDURE**

**ALL LEVELS Excluding Special Education**

Students in Rooms 13 through 24 will enter the building through the south entrance of the annex to the school building (known as the “New Building”) which is located by the West Gates Parking Lot.

Students in Rooms 1 through 8 and Library (known as the “Old Building”) can enter through the front doors of the school building on Wellwood Ave.

If parents have students located on both sides of the school building, we ask them to have both students enter through the south entrance of the annex (“New Building”).

\*All students must have their temperature checked and be wearing a mask in order to enter the building due to COVID-19.

**DISMISSAL:**

**All Students will be dismissed by the smaller school parking lot found next to the Rectory.** This is the entrance used to get into the gym or cafeteria. **WE WILL have the cones with Room signs.** This parking lot **WILL BE BLOCKED OFF!** **NO PARENTS/GUARDIANS will be allowed into the school building during class unless for a Parent Meeting due to safety regulations.** **Students are not permitted to walk off the property without a parent.**

**II. BUILDING POLICIES**

**Cell Phone/iPod Use:** All cell phones, iPods, and similar devices must be turned **off** during class. Violation of these rules will result in the cell phone being held by the teacher until the end of class.

**No Food or Drink is allowed in the classroom.** **We will allow the students to have a water bottle in the classroom, as the use of water fountains is prohibited during COVID-19.** Gum chewing is also not permitted in the building.

**Skate Policy:** Using Heelys, bicycles, skateboards, etc. on the school grounds or in the building is prohibited. Students violating this policy will be taken to the Religious Education Office.



Exposition, attend the Hunger Banquet, research the Seven Deadly Sins and Lively Virtues, as well as completing ten (10) hours of Christian service, and twelve (12) Mass reflections.

C) In **Level 8**, students are asked to write about their Confirmation saint name and the Gifts of the Holy Spirit, complete their Christian service as a class through service to OLPH parish, write a letter to the Pastor requesting Confirmation and attend a Confirmation retreat as well as reflect on it. Students participate in a stewardship project and must attend the Vocations Panel, as well as complete twelve (12) Mass reflections.

Students in special education classes will also have a workbook to complete, though requirements differ.

**The workbooks are a requirement for advancing to the next Level. Failure to complete the workbooks will result in the student repeating the level.**

#### IV. TEEN CONFIRMATION

Students who will be entering 9th — 12th grades (under 18) and who were unable to finish the Confirmation program may be allowed to attend a special Teen Confirmation class. This is a more intensive program targeted towards older students. **Teens will be required to complete the Confirmation workbooks.** Special permission must be received at the discretion of the Director, and admission is on a case-by-case basis.

#### V. COMMUNION CEREMONY CHANGES

Due to the large number of students receiving the sacraments of First Holy Communion in our program, it has become necessary for us to implement a cutoff date for ceremony changes. We will do our best to accommodate your ceremony changes until these dates: Cutoff date for ceremony changes is March 1st.

### **LEVEL 8** **WEDNESDAYS 7:00 p.m. – 8:00 p.m.**

09/21	CLASS	COMMITMENT SERVICE IN THE CHURCH
09/28	CLASS	
10/05	CLASS	
10/12	CLASS	STUDENT-ONLY VOCATIONS PANEL- 7:00 p.m.-8:15 p.m.
10/19	CLASS	
10/26	CLASS	
11/02	NO CLASS	ALL SOUL'S DAY
11/09	CLASS	STUDENT-ONLY SESSION ON PRAYER
11/16	NO CLASS	TENTATIVE FROST VALLEY DAY
11/23	NO CLASS	THANKSGIVING BREAK
11/30	CLASS	
12/07	CLASS	
12/14	CLASS	CHASTITY MEETING IN THE AUDITORIUM- STUDENTS ONLY
12/21	NO CLASS	CHRISTMAS BREAK
12/28	NO CLASS	CHRISTMAS BREAK
01/04	CLASS	
01/11	CLASS	
01/18	CLASS	
01/25	CLASS	
02/01	CLASS	
02/08	CLASS	
02/15	CLASS	
02/22	NO CLASS	WINTER BREAK/ ASH WEDENSDAY
03/01	CLASS	
03/08	CLASS	
03/15	CLASS	PENANCE SERVICE IN CHURCH AT 7:00 PM
03/22	CLASS	FINAL REVIEW
03/29	CLASS	FINAL EXAM/CONFIRMATION WORKBOOKS DUE
04/05	NO CLASS	HOLY WEEK
04/12	NO CLASS	EASTER WEEK
04/23	RETREAT	PARENT/STUDENT CONFIRMATION MEETING IN CHURCH

**RETREAT: SUNDAY, APRIL 23, 2023, 2:00 P.M.-6:00 P.M.**

## RELIGIOUS EDUCATION POLICIES

### *A. Parent/Guardian Responsibility*

#### I. PARENT MEETINGS

##### **Mandatory Attendance Policy:**

During your child's formation, you will be required to attend two types of meetings: parent meetings (where one or more parents meet while the student attends class), family workshops/class Sacraments (Penance and class Masses). These meetings are designed to enrich your child's formation and strengthen your role as your child's first faith educator. **Please note that there are parent meetings for every level and that parent meetings are mandatory. We make every effort to make these meetings personally valuable to both you and your family.** Levels 1 through 8 aim to have 2 to 3 meetings in a year. They will normally be held when your child is already in class. Topics pertain to your child's curriculum, sacramental preparation, and/or important faith topics such as Social Justice and the Liturgical Year.

##### **Make-Up Parent Meetings:**

Due to the size and the demands of the program, we are not always able to offer make-up meetings. Occasionally, we will try to make up a meeting if the meeting deals with requirements for the preparation of receiving a Sacrament. Parents are asked to keep in contact with the Office if they are unable to attend meetings.

##### **Parents of Small Children:**

If you have small children who cannot wait at home, please make every effort to arrange babysitting. However, if it is impossible, you may bring them with you provided that you have an independent activity to keep them occupied. For infants and small toddlers, we ask that you sit towards the back of the auditorium/Church if you anticipate the need to feed or quiet them.

##### **When a Parent Cannot Attend:**

If after every effort a parent is simply unable to attend, a grandparent or live-in adult member of the family may attend in their absence. A friend or neighbor cannot attend in the place of a parent and are not able to pick up materials for them.

## Sacraments of Communion and Confirmation.

### *C. Sacramental Information*

#### I. SACRAMENTAL PREPARATION

The Sacramental Programs at OLPH involve formation and education over a multi-year period. Levels One (1), Two (2), Six (6), Seven (7), and Eight (8) are sacramental preparation classes that are intensely focused on preparing the students for the celebration of sacraments (Eucharist and Reconciliation in Level 2 and Confirmation In Level 8). The celebration of the sacraments is a privilege and is not automatic; therefore, lack of cooperation on the part of the parent and/or the student will delay the celebration of the sacrament for that student. Mass is a critical part of your child's faith formation; parents are reminded of the obligation to attend Mass as a family every Sunday.

#### II. SACRAMENT FEES

An additional fee is required for Level 2 (First Holy Communion) and Level 8 (Confirmation) due to additional materials, preparation, and costs associated with preparing for and celebrating those sacraments. This fee is in addition to the tuition costs.

#### III. CONFIRMATION WORKBOOKS

In Levels 6, 7, and 8, students prepare to receive the Sacrament of Confirmation by completing the workbooks which require them to reflect upon their relationship with Christ, the Church, and one another. Requirements include:

- A) In **Level 6**, students reflect upon the Sacrament of Baptism in their own lives and the life of the Church as well as pledging their commitment to Confirmation preparation. They must dive into the Bible on a personal level, attend a Stations of the Cross Presentation, complete five (5) hours of Christian service, and must complete twelve (12) Mass reflections.
- B) In **Level 7**, students must interview a pastoral staff member and their prospective Confirmation sponsor. They must reflect upon the Sacrament of Reconciliation and Eucharistic

to safely return to in person classes.

**There is a FIVE-ABSENCE policy in our program.** We provide families with reminders when their child has missed a significant number of classes. **At FIVE (5) absences**, a reminder will be sent by mail of our attendance policy. **At SIX (6) absences**, a notice will be sent indicating that your child **MUST attend a one hour MAKE-UP** class prior to the Final Exam. **At SEVEN (7) absences**, a notice will be sent that your child **will REPEAT the level.**

## VI. EARLY PICK-UP/WALKERS

If a parent needs to pick a child up early, a written note must be brought in, signed by the parent. The parents must sign out their child at the Catechist Sign-In Desk. The student will be informed and brought to their parents. Identification is required for all who pick children up early. If under special circumstances a student (Levels 6-8 only) needs to walk home, written permission must be obtained from the parent. We NEVER advise that students walk home.

## VII. TEMPORARY SESSION CHANGES

We understand that sometimes schedules conflict. Because we believe that religious instruction should be the first priority, students in Levels 1-5 are permitted **under special circumstances and with permission from the Office** to switch on a week-by-week basis to another session, attending religion classes at an alternate time. Switches must be made in advance.

## VIII. CATHOLIC SCHOOL/CATHOLIC HOMESCHOOL

Students in Catholic school or in Catholic homeschooling do NOT have to attend religious education classes. However, they and their parents are required to attend certain meetings throughout the year, especially for sacramental preparation. Levels 6-8 must complete the Confirmation Workbooks and Mass Journals.

## IX. PARENT TEACHING

Occasionally—under rare and special circumstances—a parent, who is unable to arrange for the child’s presence and participation in class, is permitted for ONE YEAR to teach the child at home. Arrangements must be made with the Director of Religious Education. **Students in Levels 1, 2, 6, 7, and 8 are excluded from this option because of the intense preparation required to receive the**

## II. WEEKLY MASS ATTENDANCE

As we gather and celebrate as a parish family, Sunday Liturgy is a precious gift from our Lord, which helps feed and nourish our lives. As Catholics, it is our obligation to put into practice God’s Commandment by attending Mass every Sunday or Saturday evening and Holy Days of Obligation. Learning about Jesus is more than just knowledge; it includes building a relationship with Jesus through His Church. We celebrate this relationship at Mass. **The most important way to demonstrate to your child that you take his/her religious education seriously is by attending weekly Mass.** This is also where he/she will grow the most in relationship with Christ and the community.

\*Please note: If you are not able to attend Mass in person due to sickness we have Mass available to watch on Facebook Live at the 10:00 a.m. Mass. The link to our Facebook Page can be found on the OLPH website.

### ***IT’S BACK! JOIN US FOR HAPPY SAINTS BINGO!***

For Levels 1-5 your children will receive a bingo board in the back of their books. Throughout the academic year they can collect Saint Cards at the end of Mass. Save your cards in the envelope in the back of your book that is located next to your bingo card. Once you get bingo on your board you are able to claim a prize with the Religious Education Office! Make sure to tell your teacher when you get Bingo so he/she can let the Office know. There is a special prize given out to those who fill the whole bingo board by the end of the year! I wonder what the special prize will be this year; you will have to play to find out!

\*If you are watching Mass on our Facebook Page you still have the opportunity to play bingo and collect the virtual happy saint card. When you get bingo on your board in the back of your book come into the Religious Ed. Office to pick up your cards and claim your prize!

## III. CHANGES TO PERSONAL INFORMATION

Please notify the Religious Education Office if you have a change of phone number, address, or email address. Please also let us know if your marital status changes, (i.e.: separation, divorce, visitation rights, death of spouse, etc.).

#### IV. CONFIDENTIAL/SENSITIVE SITUATIONS

Please let us know if there are any sensitive or confidential family situations of which we should be aware. We are here to ensure your child's safety and security during his/her time in our program.

#### V. PHOTO POLICY

From time to time the Religious Education department and other church organizations may take pictures of the children. Please send in a note if you wish to decline permission to use pictures of your child on the church website and/or for other church publicity.

#### VI. DRESS CODE

Everyone that enters into the building is required to wear a mask at all times. Anyone that does not have a mask on will not be permitted to enter the building for safety reasons due to COVID-19. Hats are NOT to be worn in the building. Dress should be appropriate for a school setting. In the event of inappropriate dress, the student will be sent to the office and the parent will be called (i.e.: very short skirts, low tops, suggestive T-shirts, bare stomachs, etc.). We also ask that parents ensure children are dressed suitably for the weather. Please do NOT send your child in any form of sleepwear!

### *B. Program Policies*

#### I. CLASSROOM MATERIALS

Students are required to bring their textbooks, a folder, a pencil, and a Bible (Levels 6-8) to class **EACH WEEK**. Please write your child's name, room number, and phone number on the inside cover of all books. If a book is lost or left in the classroom, it enables us to determine to whom it belongs. If a child loses a book, they must purchase another one from the Office. To ensure that your child is properly prepared for class it might be a good idea to send them in with a pencil case or supply box to be kept in the classroom. This will prevent the students from being unprepared to class. Be aware that some of our Catechists might be sending home a supply list in anticipation of the different activities they intend for the students to

participate in during the school year (i.e. crayons, scissors, glue, highlighter, pens, and pencils).

#### II. EXAMS

Levels 3-8 will take a midterm and a final exam to assess their understanding of the curriculum. Students in Level 2 take a short final exam. Students who receive below 65% will be required to re-take the test. Please know that these exams exist not to penalize the students but so we know how we can best help them.

#### III. DISCIPLINE

Disruptive behavior in the classroom will not be tolerated. It interferes with the Catechist's ability to teach and with the students' ability to learn. In cases of disruptive behavior:

- For the **FIRST INCIDENT**, the student will be warned and reminded of the code of conduct. Under no circumstances will a student be left standing out in the hall. They may be sent to the Office.
- If there is a **SECOND INCIDENT**, the student will be sent to the Office and the parents will be informed of their child's behavior.
- If there is a **THIRD INCIDENT**, a parent must meet with the Director to discuss a possible alternate learning plan for the student.

#### IV. LATENESS

FOR SAFETY REASONS, the doors to the building will be locked TEN (10) minutes after the start of class. If the student arrives after the doors are closed the attendance sheet will be marked with an "L" indicating that he/she was late for class. After three L's marked on the attendance sheet it will count as an absence. Please insure that you arrive early so that there is enough time for each students to have their temperature checked before entering the building. We recommend they come ten (10) to fifteen (15) minutes early.

#### V. ABSENCES

When a student returns to class after an absence, a WRITTEN NOTE from the parent should be given to the teacher explaining the reason for the student's absence. If there is a serious problem, it is YOUR responsibility to call the Religious Education Office (NOT THE TEACHER) and we will make the necessary arrangements to work with you. If a child is absent due to illness a written doctors note must be provided ensuring the health of the student and that he/she is allowed