

Dear Parents and Middle and High School Students,

In order to provide the best experience for the students and teachers of the religious Education Program, some guidelines and requirements have been set in place. Please review them; then sign and return the second page to your teacher.

- To report an absence, please try to give timely notice and contact Colleen via email (cocorooney86@gmail.com) or phone (414.708.0055) If you need to report an absence the day of religious education for an unforeseen circumstance, please contact the parish office (262-835-4533).
- **No more than 3 excused or unexcused absences are allowed.** Absences considered excused are family emergencies, funerals, and illness. The class material builds on the previous session and a student is not able to follow along with the lesson if they have been absent often. If there are extenuating circumstances, they will be addressed individually.
- If a child must miss a class for a reason other than a family emergency, funeral, or illness, it is expected that the child make up the class content and partake in a youth related activity outside of class. Youth activities include district speakers, retreats, rallies, etc.
- **No consecutive absences are allowed. NO EXCEPTIONS!** Since our program does not meet every Sunday of the month, consecutive absences at certain times prevent us from seeing your child on a regular basis. Not seeing your child on a regular basis prevents the appropriate review and faith formation necessary to promote holistic faith development and nurture catechist/student relationships.
- If a student plans on staying in the program through Confirmation, it is expected that the student partake in **two retreats and two district speaker events before entering the 11th grade.** This is a requirement in order to be accepted into the final stage of Confirmation preparation. This not only helps care for the child's spiritual journey outside their classroom, it also adequately prepares the child for their sacramental year.
- **It is recommended that students beginning fulfilling service categories in the 9th grade.** Participation in service projects before the 9th grade is encouraged but service hours fulfilled in high school count for Confirmation requirements.
- Class starts promptly at 10:40 AM. Students who arrive late on a consistent basis will be asked to meet with the Director of Youth Formation to discuss continuation in the program.
- If a student has a cell phone it and he or she chooses to bring it to class, please understand that the student will be asked to turn it off, and it will be collected to eliminate the distraction.
- No MP3s, iPods, or any other devices that use headphones are allowed in class. It is time to tune into God!
- Class time and retreat time is for Religious Education not for doing school homework.
- At all times behavior should model these words: "You shall love the Lord your God with all your heart, with all your soul, and with your entire mind." This is the first and greatest commandment. The second commandment is also very important to follow: "You shall love your neighbor as yourself." (Mt 22:37-39)
- Respect the areas in which you are working. Respect the property of others.

- If you are driving to Religious Education, be respectful of the church grounds. NO peeling out, speeding, driving recklessly, etc.
- **If a child is to leave class early, a hand written note with a parent's signature must be directed to the attention of Colleen.** Please understand that if this happens more than twice you will be asked to meet with the Director of Youth Formation to discuss continuation in the program.
- **No visitors are allowed in class unless pre-approval has been given by Colleen.** Some class topics are too sensitive in nature to allow visitors to participate. Also, in case of an emergency situation, Colleen needs to receive contact information for visitor.

If there are any questions, please do not hesitate to call.

Colleen Rooney

Director of Youth Formation

I have read the attached guidelines and requirements for the religious Education year and agree to follow them. I understand that if the instructor or program director deems my behavior unacceptable, my parent or guardian will be notified. If my parent or guardian is notified of my behavior three times, they will be asked to join me in class to monitor my behavior.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Student Name #2: _____ Grade: _____

Student Signature #2: _____ Date: _____

I fully support the program policies and will encourage my son or daughter to remain an active member of the faith community.

Parent Signature: _____ Date: _____