

## Policies and Procedures

### Attendance

Faithful attendance is expected in all classes and special events. Class work missed during an absence will be expected to be completed with the help of a parent.

### Arrival and Dismissal

Catechists are expected to be in their respective classrooms 15 minutes prior to the scheduled class time. If the catechist has not yet arrived in the classroom, please remain with your child until the catechist arrives. **All children are to be picked up in their respective classrooms by a parent/guardian. If a child is to be released to anyone other than a parent or the designated guardian, the catechist should be informed.** Parents, please wait in the school gym or cafeteria until dismissal time.

### Tardiness

If students are late for class they miss important parts of the teacher's presentation, as well as opening prayers and spiritual activities.

### Cancellations

In the case of inclement weather there will be no classes. An email will be sent to all families by 6:30am on Sunday morning. There will also be a recording on the office phone (372-3381, ext. 227) indicating that classes have been cancelled.

### Classroom Etiquette

The good order of any education process requires that there be rules and regulations established for the good of all. Students are expected to be respectful, cooperative and courteous. Outer clothing and hats should be removed while in the classroom. Children should be respectful of the classrooms and the contents in the room. The catechists are volunteers who take their time and expend their efforts to aid us in the faith formation of our children. In this way, they act as extensions of the parents. They deserve the respect and courtesy of the students.

### Sessions

Grades Prek & Kindergarten - Sunday morning 8:15 am – 9:15 am- St. John the Evangelist School  
Grades 1 through 6 - Sunday morning 10:45 am – 11:45am – St. John the Evangelist School

### Class Schedule

Following is the class schedule for 2013/2014

