

St. Simon's CCD Attendance and Missed Class Policy

September 2021

The Diocese of Paterson requires that we have 25 hours per year of Religious Education. While we understand that children get sick, and other events may occur during CCD time, we sincerely hope that you understand the importance of your child's religious education and would attempt to make it a priority. With that in mind, we have an attendance and missed class policy as stated below:

Attendance: Any child that misses more than 4 classes without a proper excuse may have to repeat the grade level the following year. Teachers take attendance at every class. We understand that illness, and occasionally, a sport or family activity may cause your child to miss a class. However, repeated unexcused absences are not acceptable. Your child will have to make-up the work that was missed for that class and return the work to the teacher the following week.

Missed Class: If your child has an occasional **unexpected absence**, please make every effort to contact your child's teacher to get any required make-up work. If you cannot contact your child's teacher, your child will be given make-up work when they return to class to take home and complete. All make-up work is due by the following class.

If your child has a **scheduled absence**, (i.e., due to sports or family event), you must inform the teacher **before** the date of the missed class and plan with him/her how that day's lesson will be made up. Work can be sent home with a sibling or friend, or picked up at the rectory and returned by the following class. All work **must** be completed and returned to the teacher for credit.

**It is greatly appreciated for you to contact your child's teacher,
get the missed work and return it.**

Thank you for your help as we work to make our Religious Education Program better for everyone involved. Please do not hesitate to contact Connie Catania, Coordinator of Religious Education, with any questions at saintsimon@optonline.net

Teachers' Name: _____

Contact Information: _____

Please sign below and return to your child's teacher – Please keep the top portion for your reference.

This form must be signed for each child in the Religious Education Program.

I have read and understand the St. Simon's CCD Attendance and Missed class policy.

Child's Name _____

Parent's Signature _____