



Faith Formation Policies and Procedures 2019 – 2020

1) **SIGN-OUT POLICY**

- **Pick up procedure** –Parents, or those who are authorized, will **sign -out** their students after class.

2) **Attendance Policy** –The catechists will record the attendance in the beginning of each class period and the attendance records will be kept on file. Please contact Linda Schildwachter, lschildwachter@sta.school, if you and your child will be absent from a class to get the required classwork. The reason for this, is that there is so much material to be covered in each monthly lesson that any absence puts the family behind. Mrs. Schildwachter will ensure that you get the required assignments that will need to be completed for the following monthly class. **Please Note:** If your family misses several classes you will be asked to meet with Father George.

3) **For pending hurricane/ tropical storms** – We will follow the St. Lucie County School closings in the event of hurricanes/ tropical storms. In this instance, please make yourself aware of the St. Lucie County School closing information.

4) **Disciplinary action** – The catechist will give a student a warning and if the behavior persists the parents will be notified and/or the student will be removed from the classroom. If the behavior persists further Mrs. Schildwachter will be notified. If you know that your child has any discipline problems or specific needs in this area please contact your child’s catechist to discuss this prior to the beginning of CCD classes or as early on in the year as possible. Thank you!

Parent’s Name _____

Parent’s Signature _____

Date _____