



St. William of York
Religious Education

Handbook

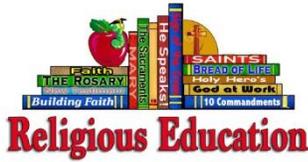
for

Parents, Catechists, and
Students

2021-2022

Table of Contents

Program Overview.....	3
Mission Statement	4
A Message from the Coordinator.....	5
Program Schedule.....	6
Sacramental Preparation/Out of Cycle (older students)	7
RCIC	8
Communication & RE Contact Information.....	9
Parent/Student Responsibilities.....	10
Catechist Responsibilities / Attendance Policy.....	11
Discipline Policy.....	12
Grading policies	13 & 14
Formation in Christian Chastity.....	15
Drop off – Pick-up Procedures	16-18
Safety Procedures and Escape Routes.....	19
Fire and Emergency Exit Routes.....	20-23
Inclement Weather Policy.....	24
REQUIRED FORMS:	
Parent Handbook Acknowledgement.....	25
Student Code of Conduct	26
Photo, Press, Audio & Electronic Media Release form.....	27
Photo, Press, Audio & Electronic Media Release form (Spanish)	28
Youth Safe Environment Training Opt-Out form	29



Welcome to St. William of York Religious Education Program.

Overview:

St. William of York's Religious Education program is an **8-year program and aligns itself solely with the teachings of the Catholic Church.** Kindergarten class is offered, but is not mandatory.

Each year the children build upon what they have learned from the year before. This program prepares students to receive the sacraments based upon the following timeline.

First Penance and First Holy Communion are received in the 2nd Grade, however 1st grade is required to lay out a good foundation for 2nd grade.

Grades 3 through 6 are instrumental years for the student to build upon and expand their knowledge, and understanding of the faith.

In the 7th grade, the students are required to pass the “Basic Faith Test”, in order to continue on to the Eighth Grade. They will also be required to complete the following:

1. Prepare a Saint report on the saint of their choice.
2. Perform service to the community.
3. Choose a **Sponsor** - A person chosen to serve as a mentor in the Catholic faith for the student. The sponsor must:
 - a. Be a Catholic in good standing.
 - b. Have received the sacrament of Confirmation.
 - c. Be at least 16 Years of Age.
 - d. If married, must have a valid Catholic marriage.

The sponsor will then stand with them during **the Confirmation Mass** held in their **Eighth-Grade year.**

Our Mass and class schedules have been devised in such a way to allow children to attend Mass with their families. A child's participation in Religious Education class does NOT fulfill their Sunday Mass obligation. It is suggested that those who attend the 8:45 AM Session could attend the 10:30AM Mass while those who attend the 10:45 AM Session could attend the 12:15 Mass.

Mission Statement:

The mission of the Religious Education Program is to support parents in fulfilling the promises they made during the baptism rite; to encourage a lifelong desire to know, love and serve God through the Catholic faith so that they may spread the Gospel and participate in the life of the Church as seen in the book of Acts. This would include regularly participating in the richness of the sacraments, and to actively engage in fraternity with their brothers and sisters in Christ through parish life.

A Message from the Coordinator:

I would like to welcome you to the Saint William of York Religious Education Program.

God, in his infinite wisdom, established that mankind would procreate and that we would evolve and grow to maturity within a family. Unlike Angels, whom it is believed, are able to behold all the knowledge available to them at an instant, we must learn step by step. The Mother and Father, by design, are the primary teachers of a child in all things and especially about God. According to research, the religious practices in the home are the key to ensuring that a child will retain their active faith upon adulthood. The Religious Education Program supports parents by providing additional systematic instruction in the doctrine of the faith and by preparing children for the sacraments.

I encourage you to work with your child(ren) at home and review the material they have covered in class. In particular it is important that you pray regularly with your child(ren), so that they will not only learn their prayers, but that prayer will also become an important part of their daily life and enable them to gain a stronger bond with our Lord.

Mass is an instrumental part of building a strong relationship with our Lord and with our parish community. It is indispensable that you come to Mass regularly with your child(ren) on Sundays (which includes the Saturday evening Vigil Mass) and Holy Days of Obligation. All of our RE students will once again be required to turn in Mass tickets during the collection at Mass which will be applied to their Mass attendance records. Attending Mass goes hand in hand with what students are learning in the classroom and should be experienced regularly in order to become more proficient in the faith. If you have special or unforeseen circumstances that prevent you from attending Mass regularly, please contact the RE office with this information so we can help and guide you accordingly.

We look forward to getting to know your child(ren) better and we will do everything possible to make this experience a fulfilling one for all.

I wish to thank all of our dedicated catechists and assistant catechists in volunteering their time and talent to help educate our children in the faith. Their overwhelming commitment to the faith and to these students cannot possibly be measured. We are all truly grateful to them, because without them, the program would not exist.

Program schedule:

Class Time: Sessions run from 1 hour 15 minutes to 1 ½ hours depending upon class:

Sunday classes:

- 08:45AM - 10:00AM Grades Kindergarten – 6th Grade.
- 10:45AM – 12:00PM Grades Kindergarten – 6th Grade.
- 6:00PM - 7:30PM Grade 7th -8th Pre-Confirmation & Confirmation Preparation.

Wednesdays:

- **6:00PM – 7:30PM – 1st Year online – Out of Cycle.**
- **6:00PM – 7:30PM (out of cycle – Sacramental Preparation Class)** - this class is in addition to one of the regular Sunday sessions depending upon grade and circumstances.

- **Class sizes will be limited to 15 students per class.**
- **Class size can be increased up to 20 if necessary with the approval of the catechist and CRE.**
- **There are two classes per grade in each of the morning sessions, depending on enrollment (with the exception of Kindergarten.**
- **There are four 7th grade and 8th grade classes during the evening sessions depending on enrollment and available volunteers.**

Sacramental Preparation:

1st Holy Communion:

Before receiving 1st Holy Communion, a child must have received Baptism (Certificate of Baptism is required at the time of registration) and must have made 1st Penance. For children to receive Holy Eucharist, they must have sufficient knowledge and careful preparation. Church Law presumes that a child reaches the age of reason at seven years old. Hence, children should be prepared for First Communion beginning in their 1st grade year of education. After successfully completing the 1st grade, the student is promoted to the second grade where they begin preparing to receive the Sacrament of Reconciliation (1st Penance) and finally the Sacrament of 1st Holy Communion in the May timeframe.

******The reception of First Holy Communion does not end their Religious instruction and students are required to re-register every year after that up to and including their 8th grade Year.***

Confirmation:

Confirmation is typically received in the fall of a student's 8th grade year. This however is predicated upon the successful completion of all prior grades (3-6th) and all Confirmation 1 (7th grade) class requirements:

- a) Prepare a Saint report on the saint of their choice.
- b) Perform service to the community.
- c) Choosing a Sponsor - A person chosen to serve as a mentor in the Catholic faith for the student.

"The diocesan Bishop is obliged to take care that the Sacrament of Confirmation is conferred on subjects who properly and reasonably seek it".

An Out of Cycle Program has been developed and designed for those students who were not enrolled in the normal timeline faith formation program recommended by the church. The duration of a student's time with us is dependent upon the age of the student when entering the program.

Parents should understand that the Religious Education Program at St. William of York is and has always been intended to provide a comprehensive course of instruction over an eight (8) year period. Thus, those seeking to enroll older children and fall into this category will be required to interview with the Director of Religious Education. Those children who are placed in Grade 3-7 who have not received the Sacrament of Penance and First Holy Communion will be given supplemental instruction to prepare them to receive those sacraments.

This program begins with the 1st year as an online course of study (lessons to be done on a computer at home, in addition to attending a weekly Wednesday evening class). An education plan is laid out for parents to view the entire timeline and is prepared on a case by case basis.

RITE OF CHRISTIAN INITIATION FOR CHILDREN (RCIC)

1. This program is designed for those students ages 7 through 14 who **have not been baptized**. The parents of these children will also be interviewed by the DRE and the child will be required to demonstrate basic knowledge of the Faith commensurate with the child's age level. RCIC students will then begin a program of specialized instruction (separate from their regularly scheduled class) to prepare them to receive the Sacraments of Initiation (Baptism, Eucharist and Confirmation) which will be received at the Easter Vigil. **This should not be considered the end of their religious education and students should be re-enrolled in grade level classes to continue learning about the faith. High school teens are encouraged to participate in the youth group activities as a way to build relationships with other Catholic teens in the parish and to strengthen their relationship with God.**

Communication / Contact Information:

A large amount of time is spent disseminating information to parents. We send information from the following sources:

- Student folders.
- E-mail (please add our e-mail address; reoffice@swoycc.org, to your contact list so important information does not end up in your spam folder).
- Texting is now available for getting out time sensitive messages (supplying cell phone carrier information is required).
- RE website @ www.swoycc.org.
- Weekly bulletin distributed after all weekend Masses.

Religious Education office:

- CRE: Dean Checknita - dchecknita@swoycc.org
- Sacramental Coordinator: Diana Roets - droets@swoycc.org
- Religious Education Assistant: Kristy Lumley - klumley@swoycc.org

Office Hours: Monday – Friday; 9:00AM-3:00PM

Phone Number (Main): 540-659-5705

Fax Number: 540-659-9863

Email: reoffice@swoycc.org

Website: swoycc.org

Parent / Student Responsibilities:

As mentioned previously, the home is the domestic church. Parents are the primary educators of their children. For the most part, the attitudes and values children acquire come from the parent. These are the seeds for the child's religious experience and instruction, and thus the family is where faith is learned, lived, and nurtured. "Parents [teach their children by] sharing love for Christ and His Church and each other, by reverently receiving the Eucharist and living in its [grace], and by fostering justice and love in all their relationships. Through the Church, the Religious Education program at the parish level is designed to support and assist parents to complete this mission.

Parents responsibilities:

- a) To ensure that their children attend the Holy Sacrifice of the Mass on Sundays and Holy Days of Obligation and that their children have regular recourse to the Sacrament of Penance.
- b) Register their child(ren) yearly in the Religious Education program until Confirmation is received.
- c) Bring their children regularly and on time to all scheduled classes during the school year.
- d) Monitor and maintain a good attendance record for child(ren) of no more than 3 absences over the course of the year and to notify program of absences in a timely manner.
- e) To make sure that their child(ren) come to class prepared with all class materials.
- f) To assist their child(ren) with homework assignments and review of material to prepare them for regular examinations.
- g) Attend all information meetings requiring parent participation.
- h) Plan accordingly for student(s) to be present for all scheduled Mid-term, Basic Faith (6th and 7th grades) and Final Exams.

Students have the following rights:

- a) To receive religious instruction from an orthodox, well-prepared and enthusiastic catechist.
- b) To receive any personal assistance that can be given to assist children in learning the Faith. Special instruction from catechists and the CRE is available, if needed.
- c) To receive the sacraments in accordance with the Code of Canon Law.

Student responsibilities:

- a) Come to class properly dressed.
- b) Come prepared with class material, including textbook and activity books, folders, writing utensils, etc.
- c) Come with a willingness to learn and behave appropriately while in class.
- d) Complete and turn in all required homework assignments in a timely manner.
- e) Prepare for all quizzes and exams, memorize required prayers.
- f) Show proper respect to all those in authority and towards their peers.

Catechist responsibilities:

Be practicing Catholics in good standing with the Catholic church:

- a) Be committed to present and witness to the authentic teachings of the Church and sign an Oath of Fidelity.
- b) Be 18 years old or older.
- c) Be in full compliance with the Bishop's policy for the protection of children/young people before beginning and while serving in ministry.
- d) Be in full compliance with the Bishop's policy of attaining Catechist certification while serving in the ministry by demonstrating progress as approved by the CRE.

Attendance Policy:

The program meets approximately 28 times for the entire school year. Attendance to all classes is crucial in order to receive the amount of class time preparation and study necessary to pass the exams given mid-year and end of year. The office understands that things happen, however, excessive absences will result in a required conference with the CRE to determine eligibility to continue with the program and eligibility for progression to the next grade level. A yearly calendar is provided at the beginning of the school year. Please plan your activities around the school calendar if at all possible. Coming late to class on a REGULAR basis shows a disrespect for the program and especially to the catechists who volunteer their time to teach your children the faith. It is a disruption to their limited class time. Children who arrive late to class (over 10 minutes) need to be signed in at the RE office by the parent or guardian.

- Yearly Religious Education Calendar - See RE Website(swoycc.org).
- Yearly Class schedule – See RE Website (swoycc.org).
- Materials used: The main textbooks presently used in our program are the Ignatius Press Faith and Life Series (See RE Website for complete details).

Discipline Policy:

Bad behavior has no place in religion classes. Disrespect shown to the catechist and/or fellow classmates will not be tolerated. Catechists are at liberty to send students to the office, where it will be determined whether or not parents will be called. Consistent instances of bad behavior will then require a meeting with the CRE with both Parent and Student. If behavior continues, the CRE has the authority to drop student from the program.

Grading system:

A grading system has been implemented which is weighted between the following criteria:

1. Class attendance - 15%

The program meets approximately 28 times for the entire school year. Attendance to all classes is crucial in order to receive the amount of class time preparation and study necessary to pass the exams given mid-year and end of year. The office understands that things happen, however, excessive absences will result in a required conference with the Deacon to determine eligibility to continue with the program and eligibility for the next grade level. A yearly calendar is provided at the beginning of the school year. Please plan your activities around the school calendar if at all possible.

2. Class Preparedness – 5%

Bring books, folder, homework, writing supplies to class

3. Class Behavior – 5%

All students are expected to come to class properly dressed, with a willingness to learn and behave appropriately while in class. Disrespect shown to the catechist and/or fellow classmates will not be tolerated. Catechists are at liberty to send students to the office, where it will be determined whether or not parents will be called.

4. Homework - 10%

Homework assignments are given regularly to reinforce the material covered in the text book and during class. Homework assignments should be completed and handed in according to your catechist's time line. Quizzes will be announced ahead of time for preparation and frequency will be determined by the catechist.

5. Quizzes – 10%

Quizzes will be announced ahead of time for preparation and frequency will be determined by the catechist.

6. Prayer memorization - 10%

Prayer Memorization is an essential part of your child's faith formation and should be practiced regularly. You will be given a prayer booklet when you first register with the program and will use it continuously through all grade's levels up to the completion of the program. Frequent prayer evaluations will be done privately between student and catechist or catechist assistant or during class time as a class. Please make sure to review these prayers regularly.

7. Mid-Term and Final Exam - 20%

- Midterms are held in January – review sheets are provided to all students in the weeks leading up to the midterm exam.
- Final Exams are held in May – review sheets are provided to all students in the weeks leading up to the final exam.

8. Weekly Mass Attendance – 25%

Students are required to attend Mass on a regular basis. This attendance will be monitored through the submission of weekly Mass tickets deposited in the collection basket during the Mass attended. Mass ticket packets will be distributed by the catechists monthly. Going to Mass goes hand in hand with class attendance since much of what they are learning in the classroom, they will be experiencing in the Mass. This program strives to assist our youth to grow in holiness so they can continue the all - important work of becoming Disciples of Christ and promoting our faith.

This breakdown will be featured on a Mid-Term and Final Progress Report which will be used to determine if the student meets the requirements for promotion to the next grade level.

As a Parent and the primary educator of the Faith for your child (ren), it is YOUR responsibility to aid your children in fulfilling some if not all of these requirements. They rely on you for transportation to and from classes, getting them there on time and taking them to Mass on a regular basis. Your assistance is instrumental and this helps all in the program, not just the student.

1. Attendance – 15%
 2. Class Preparedness – 5%
 3. Class Behavior – 5%
 4. Homework – 10%
 5. Quizzes – 10%
 6. Prayer Memorization – 10%
 7. Midterm/Final/Basic Faith (6th + 7th) – 20%
 8. Mass Attendance – 25%
- =100%

Formation in Christian Chastity:

Each year, between August and November, religious education programs throughout the Diocese of Arlington are required to present material and/or classes on Formation in Christian Chastity. The material that is utilized is age-appropriate and is completely in accord with Catholic Teaching.

- **Grades 2-4** – Parents will be required to teach the material to their child(ren) at home and complete and submit a signed statement to that fact.
- **Grades 1, 5-8** – Material assigned by the Diocese will be taught during regular class time by assigned Catechists on scheduled dates (see yearly calendar). Parents are responsible for making sure that their child(ren) attend these classes.
- **Parents who DO NOT** wish this material to be presented or taught at home to child(ren) must notify the RE office and complete and submit an ***Opt-Out form*** which is available in the RE office, parish website or at the Diocese of Arlington website, and in the *Required Forms* section of this handbook.

Drop Off /Pick-Up Morning Sessions:

8:45 Session:

- Enter the church grounds by using Coachman Circle and the access road that comes past the Guadalupe Shrine.
- Take the driveway beside the church to the school parking lot. Cars will pass through the gates and enter the first row of parking spaces and continue to the north end and line up next to the sidewalk in front of the school (10-11 cars can fit by the sidewalk). Once the area by the sidewalk is full, we will line cars in the first lane. When that lane is full, cars will proceed to the 2nd lane. When that one is full, cars will go up the 3rd lane. As cars pull away from the sidewalk to leave, we will direct one lane at a time, until all students have exited the cars and entered the building.
- DO NOT TRY TO ENTER THE SCHOOL PARKING LOT USING THE DRIVEWAY BY THE GYMNASIUM (north side of the building marked by red Xes on the map)
- Teachers have been asked to be in their classrooms by 8:30 am. We will begin to unload no earlier than 8:30, so if you are early, just sit tight until directed to have your children exit the cars.
- Dismissal will follow the same pattern. Please note that our classes dismiss at the same time that Mass is getting out (10 AM). You are encouraged to begin arriving by 9:45 am in order to avoid any inconveniences from parishioners trying to get out of the parking lot after Mass. This method should ensure the least amount of interference with Mass traffic.

10:45 Session:

ARRIVAL: Try to arrive between 10:30 am but no later than 10:40 am. Class BEGINS at 10:45 am. Keep in mind that there is a Mass that starts at 10:30am and be mindful of people parking/walking to the church for this Mass. Patience and courtesy are expected.

- Please enter the church grounds by using Coachman Circle and the access road that comes past the Guadalupe Shrine.

Take the driveway beside the church to the school parking lot. Cars will pass through the gates and enter the first row of parking spaces and continue to the north end and line up next to the sidewalk in front of the school (10-11 cars can fit by the sidewalk). Once the area by the sidewalk is full, we will line cars in the first lane. When that lane is full, cars will proceed to the 2nd lane. When that one is full, cars will go up the 3rd lane. As cars pull away from the sidewalk to leave, we will direct one lane at a time to pull around until all students have exited the cars and entered the building.

- DO NOT TRY TO ENTER THE SCHOOL PARKING LOT USING THE DRIVEWAY BY THE GYMNASIUM (north side of the building).
- Teachers have been asked to be in their classrooms by 10:30 am. We will begin to unload no earlier than 10:30, so if you are early, you must wait until directed to have your children exit the cars.
- If you attended the 9 am Mass and stopped in the parish center for breakfast before class, you do not have to go drive through the car line. However, you may not go to your classrooms until 10:30 am - and then ONLY if the teacher is in the room. And only the students can go down the hallway. Parents cannot go any further than the lobby.
- Dismissal by car will follow the same pattern.
- Dismissal for students who will go to the 12:15 PM Spanish Mass will be that they will be released from their classroom about 11:50 so they can walk to the cafeteria/parish center, find their siblings, and wait to be released to their parent/guardian. They will not be allowed to get a donut or drink while they are waiting. If students are old enough to receive communion, they have to maintain an hour fast before communion. Eating in between class and Mass is not recommended.
- Parents will park in the CHURCH parking lot as you turn in at the light next to the Parish Office. You will walk to the door in the hallway adjacent to the Parish Center. A volunteer will check your number and then let you in to get your children. You will NOT go back out the same way you came in. Rather you will walk through the center to the other lobby closest to the church and exit through those doors. PLEASE HAVE YOUR NUMBER or KNOW YOUR NUMBER or you may be asked to show ID in order to pick up your child(ren).

Drop off / Pick-up: Evening Sessions:

1. Students MUST report to their classroom NLT 5 minutes before the beginning of a session. Students who are late must report to the office and will be escorted to their class by a staff member.
2. The outer doors will be locked to prevent unauthorized entrance from the outside for safety purposes 10 minutes after a session begins.
3. If a student must be released from class early, please come to the office and a staff member will bring your child to the office. Catechists have been instructed NOT to release students early without prior notice or instruction from a staff member.
4. Dismissal will be that students should meet their parents in the parking lot. Please do not instruct your children to walk home. ***There is no sidewalk on U.S. 1 and young people walking on the side of the road are at risk of being struck by speeding vehicles.*** Students who do not have a parent or guardian to meet them will be kept in the Office with a staff member until a parent arrives.

This year, 7th grade dismisses to the school parking lot in back. 8th grade dismisses to the church parking lot on Route 1 side of building.

Safety Procedures and escape routes: In the Event of:

Evacuation: All students are required to follow directions from Catechist.

- Catechists will take classroom roster.
- Catechists will direct their students to the evacuation site:
Staybridge Suites Quantico/Stafford
2996 Jefferson Davis Hwy, Stafford, VA 22554
- Class attendance will be taken upon arrival to the evacuation site and report to CRE.

Lockdown (Gunman): All students are required to follow directions from Catechist.

- Students will be confined to classroom.
- Doors and windows will be locked.
- Students will be directed to sit on the floor away from doors and windows.
- Classroom door windows will be covered, lights will be turned off
- Students should remain silent.
- Attendance will be taken and report to the principal.
- Await the “all clear” signal or instructions for evacuation from the principal or first responders.

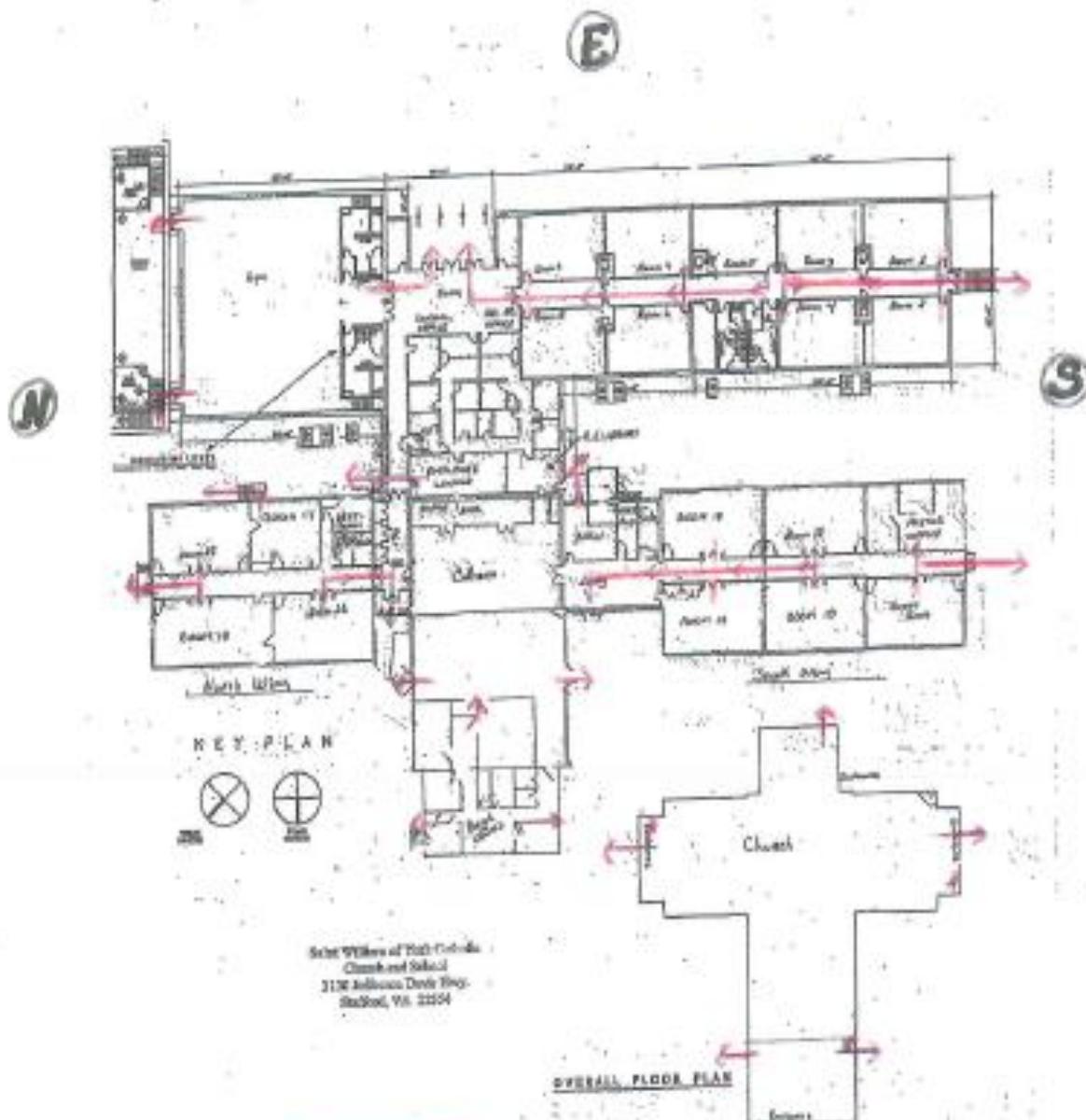
Shelter in Place(Exposure): All students are required to follow directions from Catechist.

- All exterior doors and windows will be securely locked.
- Students will be directed to pre-designated interior safe areas.
- All HVAC or ventilation systems will be turned off to neutralize air pressure.
- Attendance will be taken and reported to the principal.
- If feasible, sealing of windows, doors and vents.
- Await instructions from safety officials.

Take Cover(Tornado): All students are required to follow directions from Catechist.

- Exterior doors and windows will be secured.
- Students will be directed to pre-designated interior safe areas – Hallways.
- Await further instructions from safety officials.

FIRE AND EMERGENCY EXIT ROUTE



KEY PLAN



School of 2021
Church and School
3120 Arlington Drive Hwy
Stafford, VA 22504

OVERALL FLOOR PLAN

EMERGENCY EXIT

FIRE EXTINGUISHER



William Davis Engineering

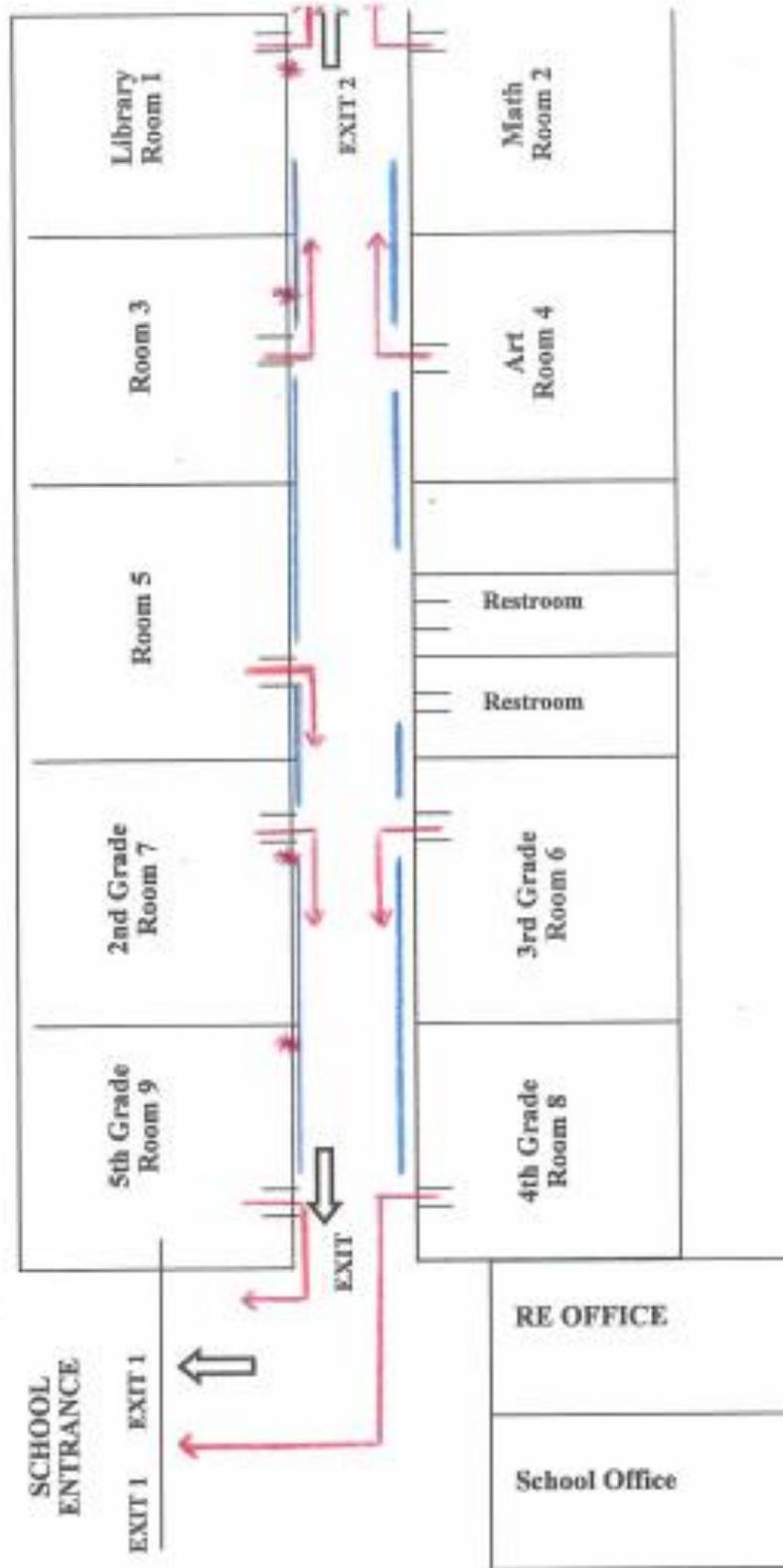
2021

FIRE AND EMERGENCY EXIT ROUTE

EMERGENCY EXIT ————

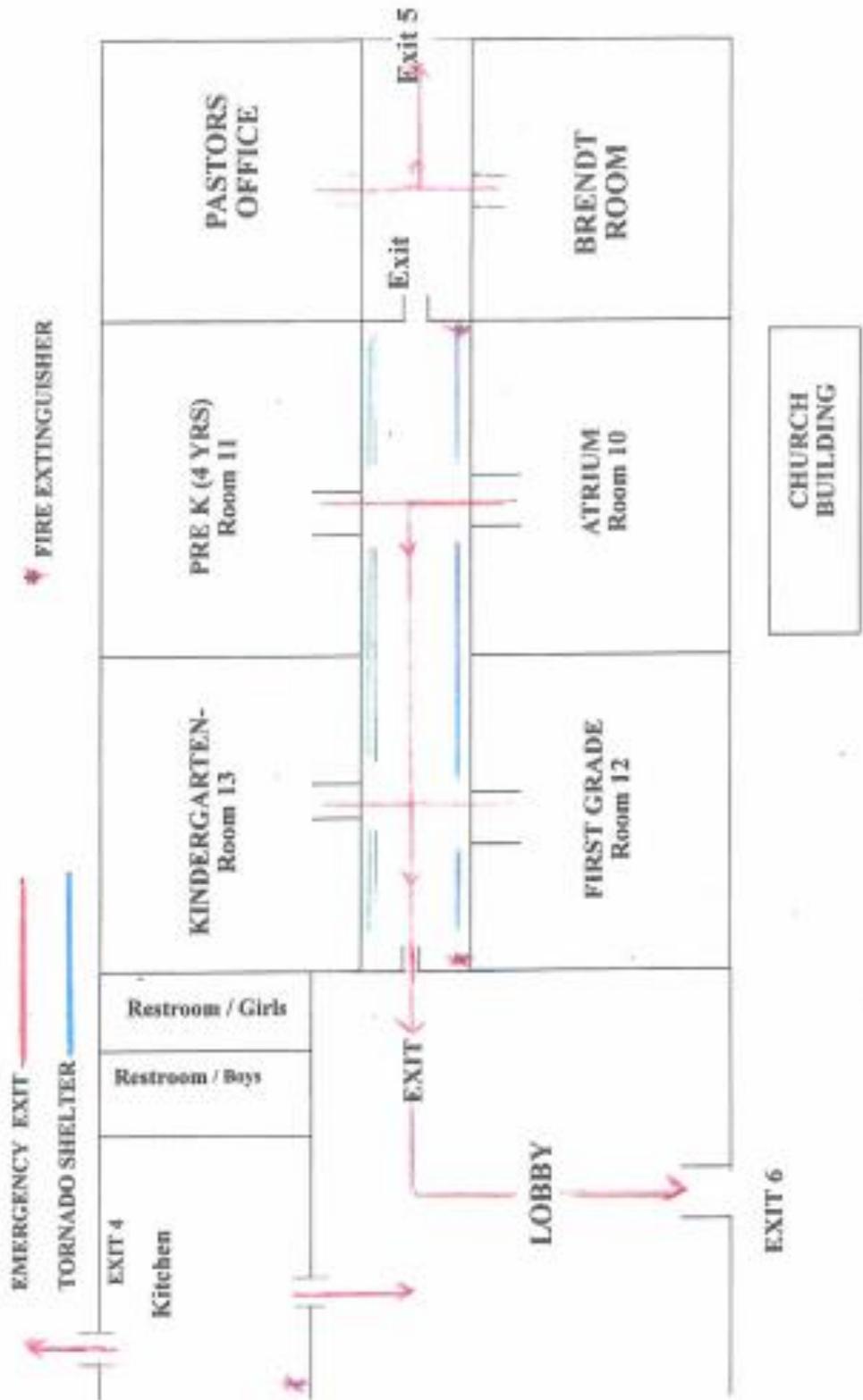
TORNADO SHELTER ————

★ FIRE EXTINGUISHER



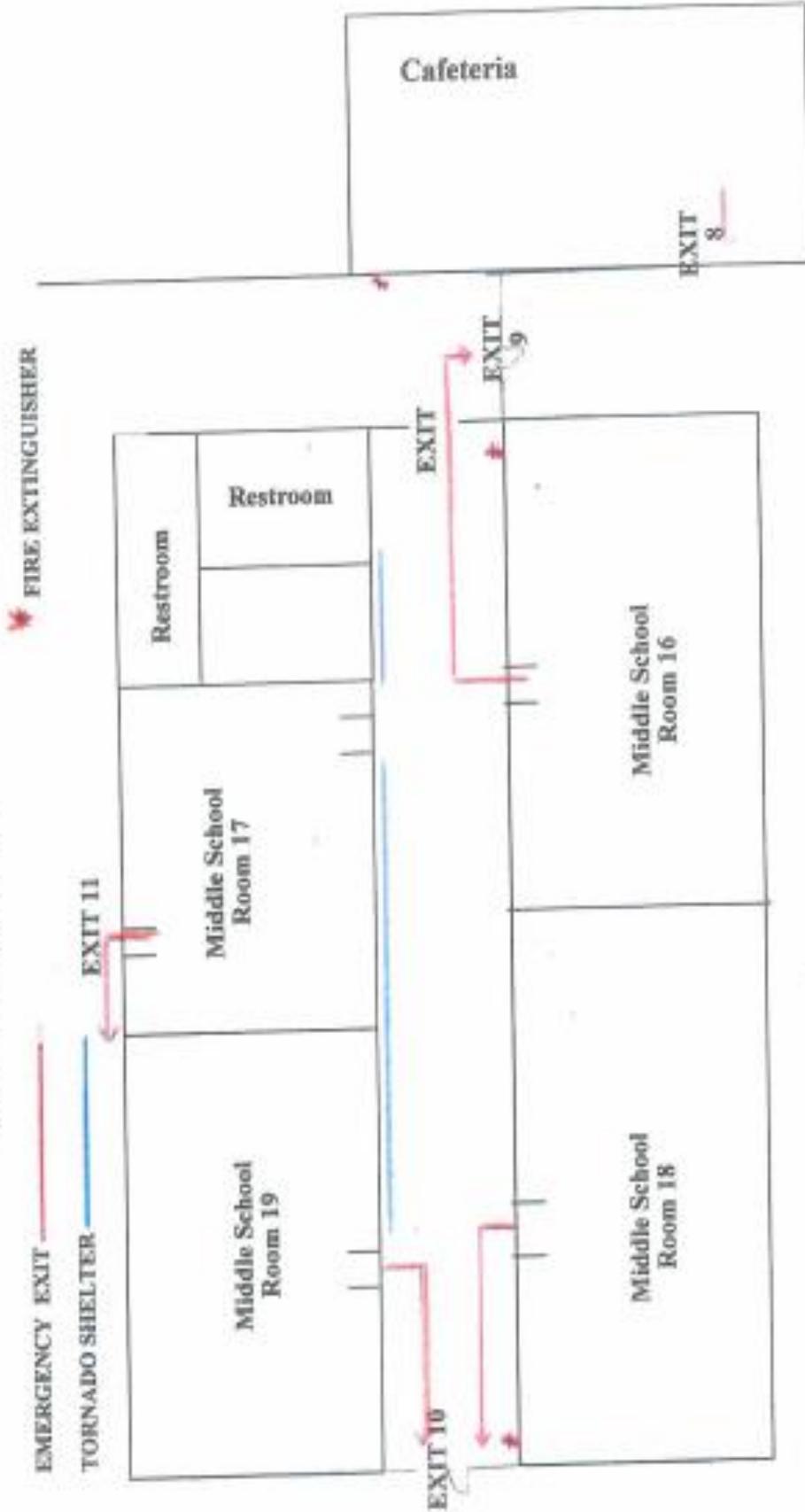
FIRE AND EMERGENCY

EXIT ROUTE



FIRE AND EMERGENCY

EXIT ROUTE



Inclement weather policy:



- ❄ The Pastor and the Coordinator of Religious Education will be responsible for making the determination to cancel class for weather-related emergencies.
- ❄ A general rule of thumb is if you cannot SAFELY get out of your neighborhood and drive to St. William of York, chances are most other catechists and students are facing the same obstacles.
- ❄ Use common sense!

In the event that classes must be cancelled, the Religious Education office will:

1. Issue a text message to primary cell phone number provided on registration form.
2. Issue an email to primary email address listed provided on registration form.
3. Provide catechists with a current list of student contact information to assist with notifications.
4. Put Inclement weather information on the RE Website(swoycc.org), attempt to change the message on the office answering machine to reflect the class cancellation and put a sign on the front doors of the school if the weather permits.

Emergency Contact Information: Please make sure emergency contact information is completed on the registration form and/or notify the RE office on any changes to existing emergency contact information.

STUDENT CODE OF CONDUCT:

Students are expected to follow these basic rules, procedures, and expectations:

1. Your first priority at RE is to learn about your faith. Come ready to listen and to learn.
2. Be to class on time and come with books, notebook, writing utensils and any other supplies required for your lessons.
3. Keep hands, feet, and objects to yourself and never intentionally harm another student.
4. Use kind words and appropriate behavior at all times while maintaining friendly and courteous behavior.
5. Be polite and respectful your fellow students, teachers, administrators, support staff, and visitors.
6. Follow your catechists' instructions, class rules, and expectations at all times.
7. Keep up with the assigned material given to you by your catechist.
8. Do not become a distraction to your fellow students. Give every other student the opportunity to maximize their potential. Encourage your fellow students. Never tear them down.
9. Attendance to all scheduled classes and participation in class are an essential part of the educational process. Regular attendance is necessary for student success. Furthermore, it allows students to achieve the maximum possible benefits from their Religious education experience. All students are encouraged to be present and prompt. School attendance is the responsibility of both parents and students.
10. Represent yourself in a manner that you will be proud of in 10 years. You only get one opportunity to get life right. Take advantage of the opportunities you have at Religious Ed. They will help you be successful throughout your life.
11. Come to class dressed appropriately. No short shorts, cut off jeans, short skirts, tank tops or mid drift shirts. No hats should be worn inside the building.
12. Please keep electronics to a minimum and safely away to avoid being distracted from classroom instruction. If you have a phone, it should be put on silent for the duration of the class period.

I understand and agree to abide by the Code of Conduct. I also understand that if I do not abide by it, my parent or guardian will be notified. If this behavior continues I may be dropped from the program.

Student Signature _____ Date _____

Parent Signature _____ Date: _____



Diocese of Arlington

The Chancery

Suite 914
200 NORTH GLEBE ROAD
ARLINGTON, VIRGINIA 22203
TEL: (703) 841-3847 FAX: (703) 524-5028

PHOTO, PRESS, AUDIO, AND ELECTRONIC MEDIA RELEASE

I authorize the **Catholic Diocese of Arlington**, its parishes, its schools and/or **the Arlington Catholic Herald** to use and publish the photographs and/or videography for which I am featured, and/or audio recordings made of my voice.

I agree that the **Catholic Diocese of Arlington**, its parishes, its schools and/or the **Arlington Catholic Herald** may use such photographs, video, and/or audio recordings of me with or without my name and for any lawful purpose, including, for example, such purposes as news, publicity, illustration, bulletin, and Web content.

I have read and understand the above:

Student Name: _____

Signature of parent or guardian: _____

Date: _____

OR

I **DO NOT** authorize the **Catholic Diocese of Arlington**, its parishes, its schools and/or **the Arlington Catholic Herald** to use and publish the photographs and/or videography for which I am featured, and/or audio recordings made of my voice.

I **DO NOT** agree that the **Catholic Diocese of Arlington**, its parishes, its schools and/or the **Arlington Catholic Herald** may use such photographs, video, and/or audio recordings of me with or without my name and for any lawful purpose, including, for example, such purposes as news, publicity, illustration, bulletin, and Web content.

Student Name: _____

Signature of parent or guardian: _____

Date: _____



Diocese of Arlington

The Chancery

Suite 914

200 NORTH GLEBE ROAD

ARLINGTON, VIRGINIA 22203

TEL: (703) 841-3847 FAX: (703) 524-5028

CONSENTIMIENTO PARA FOTOGRAFÍA/AUDIO

Yo por la presente autorizo a la Diócesis Católica de Arlington, sus parroquias y/o escuelas a usar y publicar las fotografías y/o películas o videos para los que mi hijo/a posó, y/o cualquier grabación de voz.

Estoy de acuerdo en que la Diócesis Católica de Arlington, sus parroquias y/o escuelas puedan usar tales fotografías de mis hijos con o sin su nombre y para cualquier propósito legal, incluyendo, por ejemplo, publicidad, ilustraciones, boletines, noticias y contenido web.

Por la presente garantizo que soy libre de otorgar este permiso. Además, garantizo que la información que he proporcionado es, según mi leal saber y entender, verdadera y precisa.

Nombre del estudiante: _____

Firma del padre/tutor: _____

Fecha: _____

Yo **NO HACER** por la presente autorizo a la Diócesis Católica de Arlington, sus parroquias y/o escuelas a usar y publicar las fotografías y/o películas o videos para los que mi hijo/a posó, y/o cualquier grabación de voz.

Estoy **NO HACER** de acuerdo en que la Diócesis Católica de Arlington, sus parroquias y/o escuelas puedan usar tales fotografías de mis hijos con o sin su nombre y para cualquier propósito legal, incluyendo, por ejemplo, publicidad, ilustraciones, boletines, noticias y contenido web.

Por la presente garantizo que soy **NO** libre de otorgar este permiso. Además, garantizo que la información que he proporcionado es, según mi leal saber y entender, verdadera y precisa.

Nombre del estudiante: _____

Firma del padre/tutor: _____

Fecha: _____



YOUTH SAFE ENVIRONMENT TRAINING OPT-OUT FORM

Catholic Diocese of Arlington

The United States Conference of Catholic Bishops' Charter for the Protection of Children and Youth and the safe environment policies of the Diocese of Arlington require that all children/youth in our schools and religious education programs be given safe-environment training that is age-appropriate and in accord with Catholic moral principles. The Diocese of Arlington provides such training through the curriculum entitled Formation in Christian Chastity (for children in Grades 1-8) and either Called to Protect for Youth, or Tricked: Inside the World of Teen Sex Trafficking (for children in Grades 9-12). Information on the safe-environment programs for children is available on the diocesan webpage at: <http://www.arlingtondiocese.org/child-protection/youth-training-programs/>.

If you choose not to have your child participate in this training, we ask that you complete this form, sign it and submit the original document to your child's teacher or to the established program representative at your parish or school to be kept on file for one year. Please complete a copy of this form for each child you wish to opt-out.

Parish or School Name: _____

Child's Printed Name: _____

Child's Grade: _____

Parent's Printed Name: _____

By signing this official opt-out form, I decline to grant my approval for my child to attend the training described in this document. However, I understand that as the primary educator of my child, the Diocese of Arlington requests that I certify that I have provided appropriate safe environment training to my child within the home by returning this form either to my child's teacher or the established program representative as an official optout. I also acknowledge that the appropriate safe-environment training materials have been offered to me.

Parent's Signature

Date