

SOME BASIC PROCEDURES

- What to always do...
- Student Absence/Attendance
- Catechist Absence
- Use of the Resource Room
- Fire/Emergency Information
- Food/Celebrations
- Use of Class Room

Always...

- Pick up and drop off your catechist binder outside the RE Office.
- Pick up and drop off dry erasers and markers outside the RE Office
- Have students return Bibles NEATLY to the Resource Room.
- Take attendance.
- Always check that tables and chairs are returned to normal in the class room
- Always check the trash can in the class room for overflow or improper food items before leaving the class room.

Student Absence/Attendance (What if a student is absent from class...)

- Students are expected to attend weekly classes on a regular basis.
- Catechists should use the attendance sheets to mark student's attendance.
- **Please keep an accurate contact list for your students and parents. It is a good idea to have e-mail and home or cell phone for your parents/students.**
- Parents should notify Jay Cuasay by phone or email (and ideally you) if their child is going to miss a class. If this happens, mark the student down as **EX** (for excused) on the attendance sheet.
- **Notify JAY CUASAY**, when a student has been absent two (2) times without any excuses or a note from the parent(s). I will contact the parents.
- **Please tell your students and parents** that these are important years for Confirmation Preparation. Classes are only an hour or 1.5 hours long. They should make every effort to be on time and attend each class. If they know they are going to miss the class, **please have them contact us**. It's the only way we know they are still committed to coming and something came up.

Catechist Absence (What if I can't make it to class....)

- **Please notify Jay Cuasay as soon as possible (at least 2 weeks in advance)**, if you will not be able to teach a class as assigned. Please work with him to find a suitable substitute catechist or activity to do with your class.
- If a sudden emergency comes up, **please notify Jay Cuasay immediately by calling his cell phone at 703-725-1226.**

Resource Room

- The Resource Room should be used mainly for making copies, getting copy paper, getting bibles, sharpening pencils, getting A/V equipment. It's small, so limit the time and number of people in there.
- **Please keep the Resource Room neat and tidy. Please return everything to its proper place.**

Fire/Emergency Information

- Please familiarize your class with EXIT PROCEDURES during a Fire or other Emergency.
- In a Fire or other Emergency, **Please take your Catechist Binder/Attendance Sheet with you when you leave the classroom.** Keep your class together.
- FOR A FIRE: We recommend that you exit the class room and head to the main hall by either of the double-doors. EXIT the building toward the back parking lot and assemble your class outside in the farthest rows of the back parking lot. If your way is blocked to the back parking lot, EXIT the building by the traffic circle and assemble your class in the HANDICAP PARKING AREA away from the building. (We do not recommend exiting the fire doors on the NW side of the building, as this driveway would be used by Fire and Emergency vehicles coming from Route 7).

Food/Celebration

- Food on a normal basis is discouraged in the Pastoral Wing or in the Class Rooms. (You would be wise to make any evidence of food disappear with you when your class leaves).
- Celebrations, larger gatherings, and any activities involving food are better held in Atonement Hall. You should speak to Jay Cuasay to make sure that Atonement Hall is available for your class on that day and time, or to hold an event in your classroom.
- There is a LARGER TRASH CAN by the Resource Room, should you need to empty your trash into it.
- If you need to, you are asked to empty the trash from your class room trash can. Another trash liner should be located inside your trash can. Please empty your trash into the LARGER TRASH CAN by the Resource Room and place a new trash liner on your class trash can. Return the smaller trash can to the classroom.

Use of Class Rooms

- We use these Class Rooms on Sunday and Monday nights.
- These class rooms are used throughout the week by other groups.
- **You should return your class room back to its original setting after each class.**
- The only way I can know that our SUN and MON group is not contributing to the mis-use of the classroom and the Pastoral Wing is if I know for certain that you are taking care of the class rooms and Pastoral Wing by:
 - Making sure tables and chairs are put back in the normal, neat position of 4 tables with 4 chairs per table with any extra chairs stacked or placed against the wall.
 - Making sure any improper trash (i.e. foodstuffs) is not left in the classroom, but disposed of properly (see Food/Celebration above).
 - **Recommendation:** Rotate student volunteers to assist you in the set-up and clean-up at the beginning and ending of each class as part of a normal routine.