

**Our Lady of the Lake**  
**Religious Education and Faith Formation**  
**Policies and Procedures 2008**  
**781.294.4571**

**Pick-Up**

Children will be released from their classrooms at the end of class. A parent **MUST** come to the classroom so that the teacher can acknowledge dismissal. Children will only be released to a parent or to those whom you have given written permission. If there is an emergency situation please call the office at (781) 294-4571 with the name of the person picking up your child and a brief description. For those children using carpools, please complete a carpool form with a list of parents whom you approve to transport your child. We understand the slight burden this may create, however we wish to ensure the safety of every child in the program.

**Absences**

Please call to notify the office if your child is ill and not able to attend class. You may be contacted if your child is absent. After the third unexcused absence a phone call will be made and a letter mailed home. In order to receive full credit for the year children who miss three or more classes will be required to complete the missed lessons at home.

**Absences during Sacramental Preparation**

It is imperative that students preparing to receive the sacraments are present during all classes and rehearsals. After the second absence a phone call will be made and a letter mailed home. Students who miss three or more classes may not be able to receive the sacraments with their classmates. They may finish out the year, and a meeting will be held to determine their eligibility.

**Electronics**

Cell phones, i-pods, cameras and associated earpieces are not permissible during class. Such devices should not be brought into class at all. However, if you feel it is necessary for your child to have a cell phone, please remind him or her that it should not be turned on, brought out or used at anytime during class. Texting is strictly prohibited. A warning will be given for a first offense and told the device should be put away. A second offense will result in the device being confiscated and returned at the end of the class time. A third offense will result in the child being sent to the office with the device, and a phone call home.

**Dress Code**

Please be respectful of the attire worn to class. See-through shirts, spaghetti straps, low cut shirts, very short skirts and shorts, low-cut pants and tops, and bare feet are **NOT** permissible. No foul or inappropriate or suggestive graphics or words on any clothing. No baseball hats or hats of any kind worn in the Parish Hall or Church. Pants should be worn around the waist; undergarments should not be visible.

**Discipline**

Every child is expected to behave appropriately during class. In the event a child is disruptive or disrespectful they may be sent to the office. In the event this happens a phone call will be made home. If the child is sent from the class again a meeting will be scheduled between the parents, child, and Coordinator of Religious Education. The child will not be allowed to return to class before this meeting is held.

**Allergies & Special Needs**

Children with special needs are encouraged to participate in the Religious Education program. We request that an orange special needs form be filled out in order to help the teacher work with your child to the best of their ability. Please schedule a meeting with the Religious Education Coordinator in order to set appropriate goals, especially during sacramental preparation. Please fill out a red allergy form for each child with the specific allergy listed. In the event of an emergency we will need to have this information on file. **NO** food or drinks permissible in classrooms 4, 5, or 6 due to allergies.

## Sacraments

A copy of your child's Baptismal certificate is required prior to receiving a Sacrament (1<sup>st</sup> Reconciliation, 1<sup>st</sup> Holy Communion, Confirmation). Please forward a copy to the Religious Education Office prior to September 22, 2008.

While we hope for every student to receive the Sacraments it is also necessary to make sure they are properly prepared; therefore if any child has **three absences**, the staff will automatically review their position in the program and the child may not receive the sacraments that year.

All students in sacramental preparation are required to attend Mass every Sunday. Confirmation I and Confirmation II students will be required to attend the Teen Mass. These are required classes.

It is important for your children to be enrolled every year, not just those years in which they receive sacraments. In the event a child has not been enrolled prior to the sacramental preparation classes, every effort will be made to help the child prepare. Children receiving Sacraments will be quizzed on the Sign of the Cross, Our Father, Hail Mary, and Act of Contrition. Those preparing for Confirmation will need to register for the Confirmation I (9<sup>th</sup> grade) class. In the event there is a student in grades 10-12, who have not received Confirmation we request that they still sign up for the Confirmation I class. Please contact the Religious Education Office with any questions.

## Home Schooling

Home schooling is available in the event that the child is unable to attend a regularly scheduled class. Should you choose to home-school, you must contact the Coordinator of Religious Education to create a schedule in order to turn in work and to meet at the end of every unit for a review session. Free online resources are available for the parents or you may prefer to purchase a teacher guide in order to assist your child. Due to the nature of Confirmation, home schooling is not available for students in the Confirmation Program.

## Snow Days

Every effort will be made to notify you if classes are cancelled due to snow days as early as possible. If there is no school for Silver Lake, then there will be no classes that afternoon. We will also contact Channel 4 and WBZ 1030. In the event that a storm hits later in the day, we will contact Halifax Elementary, Silver Lake Middle School, and Silver Lake High School, so they can make an announcement at the end of the day.

*Please detach, sign and return the following form*

----- CUT HERE ----- CUT HERE ----- CUT HERE ----- CUT HERE ----- CUT HERE ----- CUT HERE ----- CUT HERE -----

I have read the policies and procedures for the Our Lady of the Lake Religious Education and Faith Formation Program and understand my responsibilities.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature