

**Saint Mary Magdalene Catholic Church  
Family Catechesis  
Attendance & Discipline Policy**

**Attendance Policy**

**Attendance for Tuesday/Wednesday Night Family Catechesis**

The families' regular attendance is indispensable on Tuesday/Wednesday Night Family Catechesis. **Please do the best you can to schedule events around Family Catechesis and Mass on Sundays and Holy Days of Obligation.** If Mass and catechetical classes are not made a priority in the family, then a child could get the impression that other activities (such as sports or extracurricular activities) are more important than their Catholic faith. Faithfully attending Mass is an extension of the catechetical process. Another important aim of family catechesis is regularly going to Confession. Although the Church asks us to go once a year, regular Confession assists in resisting the temptations that we are presented with on a daily basis.

**Class Attendance Policies**

Since Family Catechesis is returning to weekly classes, we ask that you find the best time for your child(ren) where they will not miss class due to other activities. Coming to another class time to make-up a missed class will no longer be allowed (see below)\*. From this point on,

1. No more than **five** absences a year should occur for class attendance. Five tardies = one absence. **(Students preparing for Sacramental classes should have no more than three absences).**
2. Sports or other extracurricular activities should not be excuses for absence from class.
3. In some cases, it is understandable that a child cannot attend a weekly class due to family situations, illnesses and the like. As the primary catechist of your children, it is our goal to assist you and your child. Please do the best you can, we will support you in any way we can, and please be honest with us.
4. If a child misses a class, he/she will be responsible to make-up any work that was missed. We will provide make up work to students and/or parents.
5. If you anticipate that your child will be absent, please contact our Registrar, Kristi Hillier. She can be reached at [familyformation@smarymag.org](mailto:familyformation@smarymag.org) or by phone: 480.279.6737 ext. 207. Please do not use Flocknote as a means of reporting an absence.

\*Missed Classes: In the past, if a child missed their regular scheduled class time, they were permitted to show up to another time and attend that class. This policy is no longer in effect for three reasons:

1. We may not have the space to accommodate those children in the classroom during the different time.
2. The catechists are not trained educators and cannot handle an influx of children they don't know (we are looking to build community and continuity with the children and their parents during each class time).
3. When projects are prepared, materials and resources are allocated for the students in the assigned classroom. If others show up that are not in that classroom, it puts pressure on the catechist/aide as it does to our materials.

### **Arrival and Dismissal**

In order for us to be respectful of your time, it will be our intention to start and end the weekly sessions as scheduled. We ask that...

1. Children (and Parents) arrive 5-10 minutes before the beginning of class. Please make sure that either the Catechist or Aide is in the classroom before leaving your child.
2. Once the child has been dropped off at their proper classroom, we ask that the Parent(s) come to the Hall so that we can begin the adult session on time as well (5:00pm or 6:30pm).
3. Tardiness is considered arriving 10 minutes late for class. Five times tardy will result in an absence.
4. Continued/excessive absences and tardies will result in a meeting with the Director of Family Catechesis and could potentially delay the reception of the Sacraments.

### **Discipline Policy**

In order to ensure a safe and conducive learning environment, we expect the following from each the children:

1. They should be respectful and cooperate with all catechists and aides in our formation program.
2. They should be respectful of each other, one another's belonging and church property.
3. They should speak with respect. Disrespectful speech and/or foul language will not be permitted.
4. Physical and/or verbal abuse will not be tolerated in any form at any time.

5. Electronic devise/cell phones should not be brought out in class, unless instructed to do so. These devices could be confiscated. If that happens, they will be given back at the end of class.
6. They are expected to bring their materials (textbook and activity book) with them to class every week, unless otherwise notified by the catechist/aide. If a student loses a book, a replacement book will be purchased at the cost of the child's parents.

If the child follows these simple and common guidelines, we will have no need to discipline further, however, if a situation arises – the catechist/aide will give two verbal warnings. If the poor behavior continues, the child will be sent to the Director of Family Catechesis who will then speak with the parent(s). If the behavior continues after this point, the child, parents, Director of Family Catechesis, and our Parochial Administrator will sit down together.

As stated above, we desire to provide for our parents and children a safe and conducive learning environment in the each classroom. We want to work with every child and family that is part of our program.

(Please will be presented at the Parent Orientations on August 28 and 29. We will ask for the parents to sign this form at that time).