**OLM FAITH FORMATION POLICIES/PROCEDURES**

**ATTENDANCE:**

**Religious Education Grades K – 10** parent contact made after 5 absences (20% of classes)

**Grades 1, 2, 9 and 10 -** Students must attend 75% of religious education classes in order to receive a sacrament the following year. Too many absences means they will have to wait an extra year to receive a sacrament.

**DISCIPLINE PROCEDURE: THREE STRIKE METHOD**

**Strike One:** Teacher speaks directly to the student

Tell the student their behavior is disruptive and if it happens again they will have to speak to the Coordinator or Director of Religious Education

**Strike two**: Monica or Joe will speak to the student

Student will be informed that he/she will need to speak with Coordinator or Director and if it happens a third time their parents will be contacted

**Strike three**: Joe will contact the student’s parents

Student will be removed from class and will remain with site monitor and aide for remainder of class. Parents will be contacted.

**CLASSROOM RULES/CELL PHONE USAGE:**

It is suggested that students make their own classroom rules and that they are written down and posted in the classroom.

Cell Phones: K-8 – NO cell phones. Should remain in pocket.

Cell Phones: 9-12 – They can be used at teacher’s discretion, ex., apps for curriculum.

Teachers can choose to use a cell phone covenant.