

ON CAMPUS PROGRAM

GUIDELINE

1. ATTENDANCE & ABSENCES

Regular attendance at learning sessions is considered to be a sign of a commitment to one's faith on the part of both the child and the parent/guardian. Prompt and regular attendance is expected of all participants. In the case of an absence, make up work will be required. The chapter for the week and the chapter review needs to be completed. The absence on the permanent record will be changed to an "excused" when the make-up work is completed.

2. ARRIVAL/DISMISSAL

For **Grades 3 to 8**, the front door of the school building is the ONLY entrance and exit to be used for religious education sessions. Please do not drop off or pick up your child at any location other than the front of the school. **Grades 1 and 2** will use the northwest door on the side of the school to access the lunchroom for drop off and pick up. The teachers will meet the children in the lunchroom and walk them to and from the classroom.

Arrival: **Children are to arrive no earlier than (10) minutes before the start of their session.** Children are to walk in a calm, respectful and orderly manner. Parents/guardians of 1st and 2nd Grade children should accompany their child to the lunchroom upon arrival and meet him/her in the lunchroom for dismissal. Use side door on northwest corner of school building for easy access of lunchroom.

Dismissal: Children will be dismissed with a central bell. Walking calmly and orderly all children in school will exit through the front door of the building. Parents/guardians must meet their **1st and 2nd Grade** child in the lunchroom. Teachers will remain in the lunchroom until all children have been picked up.

3. EARLY DISMISSAL

No child will be released without an adult signing him/her out, indicating date and time; preferably this should be the parent or an adult designated by the parent (RE should receive a communication indicating the name of the adult who will be taking the child with him/her – email is acceptable). For children in the school building the adult must come into the front office and only then will the child be called to the front office and released. **NO CHILD WILL BE ALLOWED TO LEAVE THE CAMPUS WITHOUT AN ADULT BEFORE DISMISSAL**

4. TRAFFIC & PARKING

FOR THE SAFETY OF THE CHILDREN, THE SECTION ON CLAY STREET, DIRECTLY IN FRONT OF THE SCHOOL AND PARISH CENTER WILL BE BLOCKED OFF BY ORANGE CONES. PLEASE DO NOT DRIVE OVER, AROUND, OR THROUGH THESE CONES. CHILDREN ARE DIRECTED TO CROSS AT THE DESIGNATED CROSS WALKS WITH A CROSSING GUARD. PLEASE BE AWARE OF CHILDREN IN THE PARKING LOT AND BE VERY CAUTIOUS WHEN BACKING OR PULLING OUT OF A PARKING SPACE. YOUR COOPERATION IS REQUIRED FOR THE SAFETY OF ALL CHILDREN.

5. GENERAL BEHAVIOR EXPECTATIONS

- Children are expected to come prepared, bringing their book, materials, etc. to every session.
- Please give children a healthy snack before arriving on campus as there will be no food or drink at the sessions.
- Children should speak in an appropriate tone and respectful manner while on campus.
- Children are to walk at all times and consider the safety of others as they move about the campus.
- Children are to keep their hands to themselves at all times.
- Children are to refrain from throwing snowballs, stones, or any other potentially harmful objects.
- ALL adults are to be treated in a respectful manner.
- Harassment, of any type, is not tolerated.
- Students are expected to assist in maintaining the cleanliness of the parish facilities.
- No unnecessary items or valuables are to be brought on campus (i.e. money, toys, radios, cameras, etc.). The parish accepts no responsibility for any lost or stolen items. **(if your child brings his or her cell phone with them it is to be turned off during the session and kept put away...if it is out and/or in use during the session it will be given to the administration where the parent may pick it up)**

6. DISCIPLINE

Positive Christian behavior through living the virtues is the expected norm for our children. Conduct unbecoming a Christian child will result in disciplinary action. It is the hope of all that the following information will not be required with the children participating in the Religious Education Program.

It is not possible to list all the offenses that may merit disciplinary action. However, students and their parents shall be responsible for all damage to parish property, equipment and/or materials. The following examples are listed in order to make clear the types of disciplinary actions that correspond to various offenses. These actions may include, but are not limited to, parent conferences, individualized student contract agreements, suspensions,

or in extreme cases, expulsion. The following offenses may, at minimum, result in a conference and may result in suspension or expulsion:

- Fighting on school premises.
- Use of profane, obscene, or immoral oral or written language and/or mannerisms.
- Disrespect or insubordination toward any teacher, catechist, staff member, school representative or guest.
- Unexcused habitual tardiness and/or absence/truancy.
- Taking or damaging other's possessions (restitution required).
- Other conduct unbecoming which causes disruption.

There are instances in which a child, by his/her actions, may endanger themselves or others, and in those cases a more severe form of disciplinary action is needed. An automatic conference with the parent/guardian will be held. The following are offenses subject to suspension and may result in expulsion:

- Leaving school grounds without permission.
- Vandalism.
- Possession of dangerous objects and/or materials.
- False activation of a fire alarm.
- Possession of controlled substances.
- Causing bodily harm or injury to another through fighting.

Expulsion is the severest disciplinary penalty that a program can impose upon any child and requires the prior approval and consent of the Pastor in each individual case. (Diocesan policy #5320) When a suspension or expulsion is determined to be necessary an alternative learning option will be determined and it will be the responsibility of the parent/guardian to ensure that the requirements established are achieved. Parental support of the discipline policies regarding conduct while attending Religious Education sessions is crucial to a successful Christian environment. In registering a child or children for the St. Isaac Jogues Religious Education program, parents/guardians accept the discipline policies and abide by their terms.

7. CANCELLATIONS

In the event that a Religious Education session must be canceled due to weather, or another emergency situation, the cancellation will be announced via email and radio/TV stations (WLS, WMAQ, WCLR, WFYR, WBBM, WGN-TV, WFLD-TV). Should severe weather occur or threaten, or other emergency situations develop during a session, children will NOT be dismissed until an all clear signal has been given.