**CATHEDRAL OF ST. THOMAS MORE**

**RELIGIOUS EDUCATION OFFICE**

**CCD PROGRAM POLICIES FOR SCHOOL YEAR 2017-2018**

**INTRODUCTION**

Welcome to the Cathedral of St. Thomas More CCD Program!

*“Parents have the mission of teaching their children to pray and to discover their vocation as children of God. The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children and parents.”* (Catechism of the Catholic Church, paragraph 2226)

Our goal is for you and your family to develop a deeper and more meaningful relationship with God through knowledge of our Catholic faith and full participation in the sacramental life of the Church. As such, we have established policies and expectations that will help you understand your responsibilities. Please read the following policies carefully and contact Lynn Jones, Director of Religious Education, or Maria-Isabel Paniagua, Religious Education Assistant, at 703-525-1300, with any questions or concerns.

**PARENT AND STUDENT RESPONSIBILITIES**

1. **PARENT RESPONSIBILITIES**
2. Parents are required to attend three Parent Catechesis Classes during the school year. These classes will be offered in Spanish and in English, and will take place during CCD Classes. These classes are designed to help the parents know their own faith better in order to better assist their children’s learning.
3. Parents whose children are in our sacramental preparation programs, either in the first year (SPOC 1) or second year (SPOC 2) will be required to attend additional meetings as scheduled. Six to eight week advance notice will be given for these meetings, which will generally be on Wednesday evenings during CCD. If a child is preparing for the reception of a sacrament, the parent should be familiar with the timeline and the requirements of the preparation. Please call the office if you are unsure about your child’s sacramental status.
4. Parents are responsible for knowing their child’s classroom assignment and catechist’s name. Parents should feel free to contact their child’s catechist, through the Religious Education Office if translation support is needed, with any questions about homework or classroom requirements.
5. Parents are responsible for attending Mass every week and every Holy Day of Obligation with their child, assisting their child in completing their homework for CCD, bringing their child to CCD class ON TIME and PREPARED TO LEARN, and attending any required parent meetings (see section a, b, and c above). ***Failure to comply with these policies may result in your child not receiving credit for this year*** of CCD. They will have to repeat the year.
6. **STUDENT RESPONSIBILITIES**
7. Students are expected to bring their books and homework in the provided bag to EVERY CLASS. Being prepared for class is necessary for their learning. Parents must encourage their children to complete assigned reading and homework prior to the class meeting time. Lost books must be replaced. Contact the Religious Education Office for prices of replacements.
8. Students will be respectful of themselves, the adults and teens in charge of their class, and their classmates. Rude behavior, refusing to comply with class policies and activities, and other disruptions will be dealt with by the DRE and penalties up to loss of credit for the year are possible.
9. Students will respect the desks, property, and classrooms of St. Thomas More Cathedral School. Students found damaging school property will be subject to penalties including weekend makeup classes or loss of credit for the year of CCD.

**NEW ATTENDANCE, TARDY, AND HOMEWORK POLICIES**

1. **NEW ATTENDANCE AND TARDY POLICIES**

We have been lenient about absences and tardies for the past few years but we are changing our policies this year. ***Failure to comply with these attendance policies will result in your child not receiving credit for this year*** of CCD. They will have to repeat the year.

*\*\*\*This includes students in a sacramental preparation year: they will not receive the sacrament during this year.*

1. **Attendance policy**: ***No more than three unexcused absences.*** Parents must call if a student will be absent due to illness or school functions (band concerts, testing, etc.) and those absences will be excused. Your child’s teacher will then provide the makeup work or reading that must be completed. ***Sports team practices are NOT excused absences.***

*\*\*\*Three unexcused absences will result in assignment to weekend classes to make up the time lost. Weekend classes will be offered once or twice a month and are MANDATORY once assigned. Failure to attend assigned weekend classes will result in loss of credit for the year.*

1. **Tardy policy:** Late arrivals are very disruptive to the classroom. You must plan to arrive to CCD class no later than 6:45pm.

***\*\*\*Three tardies will be counted as one absence, and if you arrive past 7:15pm that will be counted as an absence. These absences will count as unexcused toward the absence policy for attendance.***

1. **HOMEWORK POLICY**

**Families have one constant homework assignment from CCD: attending Mass weekly and on Holy Days of Obligation.**

In addition, parents and students should be prepared for workbook pages, reading assignments, and other homework that should be completed as assigned. Not every level will get regular homework, nor will every class result in a homework assignment. However, parents should ask their children every week after CCD if there is an assignment for the next week’s class.

Homework is one of the areas in which the students are graded. Prayers are another required area of preparation for the students. Even if your child does not have regular homework, you should work with them to recite the prayers relevant to their grade. Your child’s teacher may assign prayers to learn, or use the chart below to determine what to help your child know.

