

attendance **MATTERS**

Attendance Policy

The students' **regular attendance** is indispensable. **Do your best to schedule events around Religious Education classes and Mass** on Sundays and holy days. If Mass and RE classes are not made to be a priority, then the children may get the idea that other things are more important than their Catholic Faith. **Going to Confession regularly is also crucial to their faith formation.** We are not only required to go to Confession at least once a year but frequent Confession helps us to resist the temptations that we are presented with every day.

Drop –off and Pick-up Procedures

- † Please **be on time** in dropping your children off before classes and picking them up at the end of the session. When dropping them off, please walk them into the gym and stay with them until their catechist or the assistant arrives. Deacon Benisek will give some short announcements and then classes will be dismissed to their respective rooms. At this time, parents may leave.
- † **Parents must come into the building** to pick up their children from their assigned room. This is important for the **safety and security** of all the children. It also enables the parents and catechists to know one another. Please let us know when you are going to be late or if someone else will be picking up your children.
- † **When picking up your children early** for emergencies, please stop in the R.E. Office to sign out.

Absences

- † Students are expected to attend at least 80% of classes in order to proceed to the next grade level and receive sacraments. If any student has excessive absences without a valid reason, they will be required to repeat the academic year unless extenuating circumstances exist.
- † When your student is absent, please make sure you complete an orange absence form either before the absence or upon their return to class.
- † If your child has to miss classes for an extended period, please let the RE office know, so that arrangements can be made.
- † In an effort to keep lines of communication open between the RE office and parents, we have devised the following schedule in regards to absences:
 - After the 3rd absence: a postcard will be sent home
 - After the 4th absence: a phone call from the RE office to notify the family
 - After the 5th absence: a letter will be sent home from the DRE

THE
A-GAME
Attendance & Grades Amplify My Excellence

St. William of York Religious Education Attendance Policy

Having regular attendance in Religious Education (RE) classes is an important component to your child's religious formation. Each class session builds onto the previous to emphasize a central focus for the year. **RE attendance should take precedence over all extracurricular activities.**

Children in non-sacramental years must have at least an 80% attendance rate throughout the year. Students who have less than 80% are in jeopardy of losing credit for the year.

Children in sacramental preparation classes (2nd, 7th, and 8th) must have an 80% attendance rate to be considered ready to receive the sacraments.

Students who are excessively absent, missed more than 20% of classes, without a valid reason will be required to repeat the academic year unless extenuating circumstances exist.

Parents are asked to notify the office by email (reoffice@swoycc.org) or phone call (540-659-5705) if their child will be absent as well as fill out an orange absence notice upon return.

First Communion candidates are required to complete both 1st grade and 2nd grade curriculum to make their First Communion. Confirmation candidates are required to complete the 7th grade and 8th grade curriculum plus meet the other Confirmation requirements before making their Confirmation.

****Please detach and return signed form to the RE office with registration****



I understand my responsibilities and support the St. William of York Religious Education Program's policies. I have read the attendance policy and will assist my child(ren) in completing the necessary requirements.

Parent/Guardian printed name: _____

Parent/Guardian signature: _____

Date: _____