

General Information

Class Lists:

Your class list is in your folder. These are the children assigned to you. Under no circumstances accept a child in your class who has not registered or whose name does not appear on your class list. **All class changes will be made through the Office of Faith Formation.** We will promptly let you know of any class changes. Any information we forward to you concerning any child in your class must remain confidential.

Notifying Students/Parents:

When you receive your class list, please call each family to introduce yourself and give them your class information (day/time/location & start date).

Attendance:

Record absences on the weekly attendance sheets which will be placed in the plastic in-box on the door to your classroom. Flyers to be distributed and notes will also be placed in that same in-box.

Student Absenteeism:

Follow-up with children who do not regularly attend class. **If the child is absent more than three consecutive weeks, please notify the grade level coordinator.**

Teacher Absence:

If you are a catechist for a class in Gr. 2-6 and you need to cancel a class, please notify the Faith Formation Office as soon as possible. We may be able to arrange for a substitute. Please contact the children in your class to make them aware of the cancellation.

For catechists teaching a class in Gr. 7 & 8, please notify the Office of Faith Formation if you are unable to teach so that we can obtain a substitute. Classes in Gr. 7 & 8 are not canceled except for inclement weather.

School Cancellations:

For school cancellations due to inclement weather, please tune in to News 12 for building closings. Your grade level coordinator will also call you so that you can notify your students.

Arrival:

Upon arrival, catechists will sign-in on the dry-erase board located in the school lobby and then proceed to their classroom.

Week 1 & 2: All 2nd & 3rd Grade classes meet with their catechist in the School Gym and will be walked up to their classroom by their catechist.

Beginning Week 3, ALL catechists, grades 2 through 8 will meet their students in the classroom. Catechists should be in their class at least 10 minutes before class begins. Always be prepared and be at the doorway to greet your students as they arrive.

Dismissal:

Students attending classes on the 1st & 2nd floors are led by their catechist down the center 2nd floor staircase and exit through the wooden doors on the 1st floor (facing Main Street). Classes are to line-up inside the surrounding fence.

Students attending classes on the 3rd floor are led by their catechist down the 3rd floor staircase that leads to the school lobby and exit through the glass doors. These classes may line-up behind the raised garden.

Catechists will accompany their class and watch as their children are picked-up. If a parent is late picking up a child, please bring the child to the Faith Formation Office.

****In the case of inclement weather, classes will be brought to the school gym for dismissal.**

Class Meetings:

Gr. 2-6 Classes must meet **weekly** for an hour each week. Please refer to the class calendar for holiday information. Gr. 7 & 8 Classes should refer to the class calendar for class meeting dates.

Classroom Disruptions:

Any concern you may have about a student's behavior should be brought to your Grade-level Coordinator. We will assist you in handling the matter.

Classroom Maintenance:

Classrooms are shared with other catechists. Please leave the classrooms in a neat and orderly condition. **There is to be no food or drink in the classrooms**, with the exception of a water bottle.

Catechist Meetings:

Two additional grade-level meetings are scheduled during the year; one just before Advent and one just before Lent. These meetings are necessary to attend in order for you to receive materials and be informed about upcoming programs and activities. The meetings are scheduled by grade-level. During this time, we can address any questions or issues concerning your class.

Materials:

All materials (art supplies, copies, paper) necessary for your lessons will be made available to each catechist. If you need copies for your class, we will duplicate them for you. Call the office a day or two in advance. All supplies are kept in the closets in the office. You are welcome to whatever you need for your class. At this time, students must not share supplies. You may keep individual supply baggies with children's names on them in the classroom closet.

Videos/DVD's:

Requests for a video must be made one week prior to class. To make your request, call the office or put a note on the bottom of the weekly attendance sheet. We encourage you to preview the material before showing it to your class. All videos/DVD's must be signed out utilizing the black binder on the video bookshelf. They must be returned within two days. Remember to sign the binder upon their return.