

OLQP – RELIGIOUS EDUCATION POLICIES AND GUIDELINES

MASS ATTENDANCE - Liturgy is the central celebration of our Catholic faith, so it is imperative that all families attend weekly Mass.

ATTENDANCE - Attendance is mandatory. Regular attendance at religious education classes is important for the student's progress in the program. Students who are absent must bring a note the following week explaining their absence and the student will be required to make up any missed work. For the absence to be considered excused, the Religious Education Office must be called the morning of the absence at 201-845-9545 or emailed at reolqp@yahoo.com. **TARDINESS IS UNACCEPTABLE.** It is the parents' responsibility to insure that your child arrives on time.

CHANGE OF ADDRESS/PHONE #/EMAIL - Please notify the Office of any changes in address and/or phone number, and email as soon as possible. We need this information for emergency closings, mailings, and census.

BEHAVIOR - Appropriate behavior and common courtesy are expected from our students at every grade level. Students are expected to behave in a cooperative and respectful manner towards our clergy, their catechist, fellow classmates and all parish volunteer and staff members at all times. Should a child choose not to follow this policy, she/he will report to the Director of Religious Education. If the matter cannot be resolved, then a meeting will be set up with the parents and corrective measures will be determined. Use or possession of tobacco, alcohol or illegal drugs is prohibited at any activity related to Religious Education Program at Our Lady Queen of Peace. No weapons of any kind are permitted on parish property at any time. Any violation of this policy will result in serious consequences for the student and will require his/her parent(s) to meet with the Director of Religious Education. In addition, local law enforcement will be contacted when required by law.

CELL PHONES, ELECTRONIC ITEMS AND TOYS - Cell phones must be turned off at all times. Cell phones**, text messaging and photo taking are never to be used during class sessions. Electronic items are not allowed during class sessions. Please leave all toys home. Abuse of these policies will result in the removal of the item. Parents will need to pick up all items from the Religious Education Office. (**Use of cell phones for emergencies will be permitted in the presence of an adult.)

HEALTH CONCERNS/MEDICATION - The Director of Religious Education must be advised in writing of any health concerns of a student. Accommodations will be made to the best of our ability to address such concerns. All matters are confidential. **NO MEDICATIONS ARE ALLOWED TO BE ADMINISTERED BY ANY STAFF MEMBER OR VOLUNTEER.** Only a parent can administer medication to their child. In extreme emergencies Epi-pens and inhalers will be administered to those children who require their use if a release form is on file in the Religious Education Office. Children with crutches must be escorted to and from class by an adult for safety reasons.

CHILD ABUSE - Consistent with Archdiocesan policy and local legal code, the parish catechetical staff has a moral and legal obligation to report any suspected child abuse to authorities to ensure the welfare of a child. In addition all staff, catechists and volunteers are required to have completed the "Protecting God's Children" program and have satisfied the mandates of said program.

FIRE SAFETY AND DISASTER PREPARATION - Students will be instructed on the proper procedures for any emergency situation. Fire drills may be conducted twice a year. In the event of a real emergency, children will be taken to an evacuation site as directed by the police. Parents and guardians will be contacted as soon as possible using the information supplied on the Emergency Contact Information Form (**please report any changes immediately.**)

CURRICULUM - The Religious Education Program follows the guidelines of the Archdiocese of Newark for curriculum (a copy is located in the Religious Education Office). All teachers receive ongoing instruction. In addition to the specified curriculum, all students in grades 5 and 8 will be given a National Standardized Assessment (ACRE) to evaluate their knowledge of their faith.