



ST. MARK Catholic Church

called by Christ to Worship God, to Invite all with love, to Nurture our faith, and to Serve others

Religious Education (RE) Policies and Procedures

Attendance Policy

- The 2023-24 class schedule can be found [here](#). Sunday classes will end on April 28; Monday classes will end on May 6.
- Please notify the RE Office in advance of all absences. The Director of Religious Education (DRE) will coordinate home assignments with the family in case of an extended excused absence.
- Students in a **sacramental preparation** year are required to attend 80% of the scheduled classes (no more than **4 total absences**) in order to be promoted. Students with further absences will need to make up missed work or repeat the class.
- All other students are allowed up to **5 total absences** in order to be promoted. Students with further absences will need to make up missed work or repeat the class.
- **That being said, due to the manpower involved in managing absences and makeup assignments, only (up to) 4 additional absences may be made up. Therefore, we ask that you plan travel around the class schedule where possible and be selective in your attendance at sports and other extracurricular activities. Please contact the DRE right away with any issues.**
- All homeschool students must follow the schedule that will be provided by the DRE and complete their course **by May 1** in order to be promoted.

Arrival and Dismissal – Grades PreK4 through 8

- All PreK4 through 8th-grade dropoffs and pickups take place in the Christian Formation Center (CFC).
- **Locked Doors:** Doors to the CFC will be locked during RE on Sundays from 9:30-10:45am and on Mondays 6:30-7:45pm.
- **Late Arrivals:** Students should arrive on time for class. After the RE session has begun, anyone who wishes to enter the CFC must buzz at the main entrance to access the CFC Office, where they will sign in and be escorted from the front desk.
- **Early Dismissal:** Students who need to leave a class session early must be picked up from the CFC Office by a parent or guardian.
- **Dismissal, PreK4 - 3rd grade:** All children in PreK - 3rd grade must be dropped off and picked up by an older sibling or parent. At pickup, they must be signed out by a sibling or parent.
- **Dismissal, 4th - 8th grade:** Children may leave the building at the end of class unattended unless the parent requests to pick the child up in class.
- **Walking home unattended:** A child must be picked up from *ST. MARK* by an adult. Any parent wishing to have their child walk home alone must make arrangements with the DRE.
- **Parking Lot:** At the required parent meeting during the first class session, direction will be given as to parking lot safety.
- If there is a particular custody situation with a child, it is the responsibility of the parent/guardian to notify the DRE during the registration process.



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Classroom Behavior

- Expectations regarding appropriate behavior and consequences for inappropriate behavior are established at the beginning of the year. Inappropriate behavior includes: fighting, cursing, vulgar language; talking out of turn; disrespect to any volunteers, students, staff, or clergy; destruction of property; disruption of the classroom; and failing to cooperate with the request of any volunteer or staff.
- Catechists have been asked to notify the DRE at the first sign of concern regarding a student's behavior. Please note every effort will be made to assist the child in practicing self-control. If a child is brought to the DRE during class, the DRE will speak with the student about their behavior and contact the child's parents about the situation. If the child continues to disrupt the class, a parent may be required to attend class with the child.

Volunteering/Adult Faith Formation

- At least one parent is expected to volunteer for Religious Education (click [here](#) to see your options) or attend an Adult Faith Formation program. Click [here](#) for more information on adult faith formation opportunities.

Dress Code

- Clothing should fit, be neat and clean, modest, and conform to [diocesan policy](#). Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging to low-cut pants, leggings as pants, low-cut necklines that show cleavage, too-short skirts/shorts (no more than 3" above the knees), sleeveless tops (including tank tops), backless shirts, see-through material, clothing that uses inappropriate language, designs, or logos, or is otherwise offensive to Christian values.

Inclement Weather

- *ST. MARK* RE follows the Fairfax County Public Schools (FCPS) inclement weather procedures. If FCPS activities are cancelled due to inclement weather, RE classes will be cancelled and the announcement posted on the RE page. (Click the red Inclement Weather button.) Every attempt will be made to send out an email informing families of the cancellation. Please note that the *ST. MARK* Religious Education program observes **many but not all** of the FCPS student holidays and teacher work days.