



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 2024-25 class schedule can be found [here](#). **Classes begin on August 25/26**. Monday classes will end on April 28; Sunday classes will end on May 4. Please note that the *ST. MARK* Religious Education program observes **many but not all** of the Fairfax County Public Schools (FCPS) student holidays and teacher workdays.
- In case of absence, please email – in advance – both your child’s catechist and Sarah Lundquist in the RE office at slundquist@stmark.org. The Director of Religious Education (DRE) will coordinate home assignments with the family in case of an extended excused absence.
- Students in a **sacrament 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 to the greatest extent possible and be selective in your attendance at sports and other extracurricular activities. Please contact the DRE in advance with any issues.
- All self-paced online 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

- **Class locations:** Information regarding dropoff and pickup locations – Christian Formation Center (CFC) vs. Early Learning Center (ELC) – will be conveyed at the time you receive your class assignment in mid- to late August.
- **Locked doors:** Doors to the CFC and ELC will be locked during RE on Sundays from 9:30-10:45am and on Mondays from 4:30-6:00pm.
- **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 (Door 1) to access the CFC Office, where they will sign in and be escorted from the front desk. Those wishing to enter the ELC will enter via the back parking lot and must buzz at the ELC entrance to access the ELC Office, from where they will sign in and be escorted.
- **Early dismissal:** Students who need to leave a class session early must be picked up from the CFC or ELC Office by an adult on the list provided at registration.
- **Dismissal, PreK4 - 3rd grade:** All children in PreK - 3rd grade must be dropped off and picked up (and signed out) by an older sibling or adult on the list provided at registration.
- **Dismissal, 4th - 8th grade:** Children may leave the building at the end of class unattended unless the parent requests to pick the child up from the classroom.
- **Walking home unattended:** A child must be picked up from *ST. MARK* by an adult on the list provided at registration. Any parent wishing for their child to walk home alone must make arrangements with the DRE.



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- **Custody issues:** 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**.
- **Parking Lot:** At the required parent meeting during the first class session, direction will be given as to parking lot safety.

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 that 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 Religious Education follows FCPS for weather-related closings, delays, and early dismissals. It is not always possible for the RE Office to send out a timely notification, so please watch the news, check the FCPS website, or listen to the radio for updates when inclement weather threatens. When FCPS does make an announcement, please pay attention to whether the **physical school buildings are closed** (no activities happening on school grounds) due to inclement weather conditions, which will mean that our physical building will be closed. This applies to both Sunday and Monday RE classes as well as RE and Youth Ministry events – not Masses.
- RE classes will NOT be held virtually via ZOOM. If classes are cancelled due to closure, it will not count as an absence for your student.