

# Basilica Parish of the Sacred Hearts of Jesus and Mary

## Religious Education Policies and Procedures

### 2021-2022



*Growing Together  
in faith, hope and love...*

#### Overview of Religious Education Program:

1. Scheduled classes are held in-person in the school building.
2. Faith in Action activities are done at home.

If scheduled in-person classes cannot be held for safety or other reasons, classes are held by Zoom or other means. Parents will be notified of any program change via text.

#### 1. Scheduled classes are held in-person, in the school building

We will observe health and safety protocols that are in place when classes are held. These may include wearing masks, social distancing, no snacks or drinks, limited use of restrooms.

The program monitors, catechists, and religious education office will give further directions for maintaining a safe environment.

#### Policies to Maintain Good Order During In-Person Classes

**Attendance:** Regular and prompt attendance at each scheduled session is required for students to advance to the next grade the following year. If for any reason a child is unable to attend a class, please contact the child's teacher in advance.

**Arrivals:** It is important that students be on time for class. No one is allowed into the building until the door opens 10 minutes before class begins. This allows teachers time to set up and allows our staff time to secure the building for your child's safety. Students in grades 1, 2, and 3 should be brought to their classroom by their parents and never simply dropped off.

**Departures:** At the end of class, parents of grade 1, 2, and 3 students must come to their child's classroom for dismissal. Other students will be brought to the building entrance by their teachers. No parent will be allowed to go to a classroom prior to the end of class. Parents are not permitted in the building during class time, except for special programs.

#### **Class Etiquette:**

Students are expected to be respectful and attentive. **Remember that catechists are volunteers and we will not expect them to deal with any student whose behavior is disruptive.**

Cell phones and all other devices are to be *silenced and stowed away* during class time.

Students are requested to use the restroom at home before they come to class.

Any form of vandalism is not tolerated; restitution is made.

*Possession or use of an illegal drug, alcohol, or tobacco will result in immediate suspension.*

**Cancellation of Classes:** If the Southampton public school district cancels classes or after-school activities because of weather or other concerns, then in-person religious education classes are cancelled that day. Classes by Zoom may be held in place of those classes. If classes are cancelled because of an emergency at Sacred Hearts, parents will be contacted by text, using the cell phone number given on the registration form.

## **2. Classes are Faith in Action activities, done at home**

Faith in Action activities are intrinsic to the religious education program. They provide an opportunity for students to interact with parents and other adults and do activities that cannot be done in a classroom. Please assist younger students with these activities and give encouragement and direction, as needed, to all students.

Hard copies of these activities will be given to students in advance, when possible. The activities are also posted on the parish website and will be emailed to parents. Students bring activities to their next in-person class or email them to their catechist in advance, as directed.

### **Policies to Maintain Good Order During Zoom/Online Classes, If Necessary**

Good Zoom etiquette is required if any class is held on Zoom. This includes students:

- being in as distraction-free an environment as possible,
- coming prepared to class and participating in class discussions,
- respecting their catechists and classmates at all times,
- having their faces visible at all times. Black rectangles or pictures of students are not acceptable.
- complying with all requests by the catechist or religious education department for good conduct during class.

### **General Information**

**Communication:** Messages will be sent to parents regularly via texts to the cell phone number given on the registration form.

**Parent meetings:** As parent meetings are scheduled, parents will be informed by email and text well in advance and also posted on the parish website [www.shjmbasilica.org](http://www.shjmbasilica.org). Your attendance at parent meetings is required and is an important component of your child's religious education.

**Child Lures Prevention:** We will present the *Child Lures Prevention: Think First & Stay Safe* program to students in grades 1-6. This is a diocesan requirement.

**Contact Information:** To contact our Religious Education office:

- Email: [reled@shjmbasilica.org](mailto:reled@shjmbasilica.org) (Email is checked each day by the Religious Education Team.)
- Phone: 631-283-0508 (Office is open only on Wednesdays during the school year.)

*Thank you for all you do  
to promote and support the religious education of your child.*

*Revised June 2021*