

Attendance Policy for St. James Religious Education Program

Attn. Parents and Guardians,

Please read over the following information. Fill out the bottom of this form and return with your child's registration information. Copies of this information will be provided in the Parent-Student Handbook.

CLASS ATTENDANCE POLICIES

1. No more than five (5) unexcused absences a year should occur for class attendance. **Students in Sacramental classes that miss more than four (4) classes may have the reception of their sacrament delayed.**
2. Sports or other extracurricular activities should not be excuses for absence from class.
3. Exceptions to the absence limit based on illness or adverse family circumstances will be made by the Pastor and Coordinator after consultation with the parents.
4. Class attendance will be taken by the catechist each week at the start of class.
5. Students are expected to make up any work missed when absent. Catechists will provide make up work to students and/or parents. It is the student's responsibility to ask for make-up work when a class has been missed.
6. If you anticipate that your child will be absent, please call the Religious Education office in advance and your child's catechist will be informed.
7. Copies of doctor's notes should be provided for a child's absence to be marked excused.

A student who becomes ill during class should be brought to the Religious Education Office. Parents or Emergency Contacts will be called.

CONSECUTIVE YEARLY ATTENDANCE

It is expected that students attend Religious Education classes in consecutive years. If a student misses a year, they will be required to make up that year before they can be placed on grade level. However, exceptions can be made and the Coordinator will determine exceptions based on the circumstances of the student. Students that have a record of excess absences will also be required to make up the year in which all the absences occurred.

I have read and understood the attendance policies for the Religious Education program at the Catholic Church of St. James.

Signature of Parent or Guardian

Date

Student's Name

Grade