

**Sacred Heart Religious Education Attendance Policies**  
**2010-2011**

Classes for the 2010-2011 Religious Education program will begin on Wednesday September 15<sup>th</sup> and Thursday September 16<sup>th</sup>. There have been some changes made for the attendance policy for this year, so please read carefully.

- ❖ Once the year begins, you may not at any time during the year, for any reason, switch class nights. Due to class pace and content varying from teacher to teacher, temporarily changing nights to make-up a missed class is not permitted.
- ❖ If a child misses class, it is the child's responsibility to complete and make-up the missing work.
- ❖ When a child is absent, an e-mail to the Director of Religious Education is the preferred method of notification. A written excuse is to be sent in by the next class.
- ❖ When a child is absent three (3) times, a parent will be contacted by the teacher or the Director of Religious Education.
- ❖ When a child is absent five (5) times, a parent will be called for a meeting with the Pastor and/or the Director of Religious Education.
- ❖ When a child exceeds 6 absences, they **will not** be advanced to the next grade level.
- ❖ A final exam must be taken for the student to advance to the next grade level.
- ❖ Students must satisfactorily pass the course to advance to the next grade level. If there is an academic issue during the year, a parent will be notified.
- ❖ Promptness is a necessity. A student will be marked tardy if they arrive after 6:15PM. Students are to report directly to their classrooms at that time. If a student is tardy three (3) times, it will count as one absence.
- ❖ If a student misses more than 20 minutes of class time for any reason, it is considered an absence.
- ❖ In the event of cancellation of class, an e-mail will be sent. In the event of cancellation due to inclement weather, an e-mail will be sent and the information will be on WFMZ-TV Channel 69 and on their website at *wfmz.com*.
- ❖ Please be here to pick up your child on time. Classes end at 7:25PM. Please come to the back door of the school to pick up your child. We will not dismiss them unless there is an adult there to pick them up. They will not be allowed to dismiss from the front of the building.

If you have any questions regarding these policies, please call Rose Prentice, DRE at 610-837-7874, Ext. 26. Thank you.