

Middle School Policies 2006-2007

Attendance: This is a requirement for each class. Middle School Faith Formation classes meet 1 hour per class per week from the last week in September to the middle of May. This is a mere 25 hours of class time for the entire year! Therefore, attendance is extremely important for the sake of continued understanding and development of the faith in our students. We ask that every effort be made to have each child arrive on time and remain for the entire class period.

Absences: If a child must be absent from class, parents should call the office and leave a message for the student's catechist (846-3531). When a student is absent without notifying the office, the parents will be called for verification of the absence.

Holidays: Legal holidays and seasonal vacation from classes will coincide with the Pleasanton Unified School District calendar. The Faith Formation office will be closed during these times.

Materials: Every child will be supplied with a Bible and the supplies needed to fulfill the curricula on his/her level. The students are required to bring his/her Bible to class each week. If the Bible is lost, there is a fee of \$20.00 to replace it. This bible will be used all through middle school.

Transportation: Liability laws have dictated constraints on our organizing transportation for classes should you have a transportation difficulty. For carpooling purposes, you may consult the class lists.

Middle School Discipline: There are times when a child can become disruptive to the environment in which the facilitator needs to accomplish the task at hand.

Should a disruption take place, the following steps should be followed:

- The student will be asked to check his/her behavior and cooperate with the task at hand.
- Should the disruption continue the student would be sent to the Middle School Coordinator. The behavior will be discussed with the student as well as ways suggested for improvement. After a second attempt at this effort, the student will be removed from class and the parents will be called.
- In some cases a Behavioral Contract may be required.

General Safety Issues: The safety of all connected with the Faith Formation Program is a primary concern. This includes students, catechists, and parents dropping off or picking up students. Please make sure that your children are aware of these requests and the reasons for the requests. Please observe the following:

- No running or ball playing in the hall
- No balls, toys or games should be brought from home
- No roller blades or skateboards
- No wheeled shoes

These requests are made to insure the safety of all those present in the hall during scheduled class times.

Drop-off and Pick-up: "Safety First" is the primary reason for having such a procedure. Our program is very large and each day we have at least 150 children in classes at St. Augustine Hall. For the safety and protection of our children, we request your cooperation with the following procedures:

- Parents and students should enter the building using the front door of the hall off the parking lot. For security and safety the back door of the building will remain locked.
- For students 3rd grade or above, drivers are asked to drive through the designated restricted area to drop off a child. Please remind the children to walk and to watch for other cars.
- After class, older children are asked to wait for their rides on the patio area outside the building. To protect the safety of all that are walking in the area, running, ball playing and chasing are not permitted.
- In order to respect the catechist's time and generosity we ask that children be dropped off and picked up in a timely manner. This means that students should arrive no more than 5 minutes prior to the start of class so that the catechist may begin at the designated hour. **Pick up should occur promptly at the end of class.** While we are aware that there are times when you may be unavoidably delayed, remember that children become frightened and upset when a parent is late. Children may come into the office and use the phone if necessary. There will be someone in the office that will wait with your child until you arrive. No child will be left alone to wait for a ride. Evening class parents/drivers are asked to please be on time, especially since it is dark and often chilly. In the evening hours please use caution since it is more difficult to see the children in the dark.
- Please drive safely and slowly in the parking lot and on the road that runs alongside the building. Follow all signs and posted precautions. There are also speed bumps on this road making speeding dangerous.
- Children can not be dropped off or picked up along the roadway at the side of the hall.
- Whatever you do, please watch for children all around you as they move quickly and often are not seen because of their size.

We look upon your child as a most precious gift and want to secure his/her safety as best we can. We thank you for putting up with these minor inconveniences so that all our children are kept safe.