

QUEEN OF ANGELS

SAFETY AND ATTENDANCE POLICIES

To insure maximum safety for educating students at Queen of Angels, we have formulated the following policies. Adherence to these policies will help to maintain a safe environment for all children in Religious Education.

Note: Parents are obliged to bring their children and attend Mass EVERY Sunday (or Saturday evening.)

1. Children are **not** to be dropped off or picked up anywhere along Victoria Drive.
2. Primary grade children must be dropped off and picked up at his/her classroom by their parents. High School and Middle School students can be dropped off in the parking lot. Older siblings (5th grade and up) are allowed to escort younger students to and from class. Parents must notify teachers. *Students will only be allowed to leave with parents or siblings unless the parent signs a permission slip prior to the beginning of class.*
3. Parents of absent children are asked to notify the office before the beginning of class. *If you know in advance that your child will be absent, please telephone the office and leave a message (445-2145 - then press 2) or notify the teacher personally. For each child's protection, all parents of unexcused absent children will be called to verify whether the child should be in class.*
4. Children are expected to be on time for class. *Please drop off your child prior to the beginning of class. Tardiness is disruptive to both the teacher and the students.*
5. A current Religious Education Registration Form must be on file in the office. *It is important to notify the office if information needs to be updated.*
6. Any and all student threats of harm to self or others will be taken seriously and will be reported to the Director of Catechetical Ministry in accordance with Diocesan procedure.
7. All students are expected to treat their teachers, other students, and themselves with respect. *Classroom rules will be mailed to parents after the beginning of the school year.*
8. Students will be required to attend annual Safe Environment training

I have read and reviewed these policies with my child.

Parent signature

Date