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## **St. Laurence Elementary Faith Formation (CCE) Expectations & Conduct Policy**

**Catechists** should provide a loving, Christian atmosphere within the classroom so that students will be able to learn. They should prepare for and teach designated curriculum. Catechists should be Christian role models for the children and help each student feel that he or she is a special child of God. They should communicate regularly with parents about their students and involve parents in the learning process. They should communicate any problem encountered with students to the Elementary Faith Formation (CCE) Coordinator, so that we can work together to solve the problem. Also, Catechists must inform the Elementary Coordinator should a conflict arise and they will not be able to teach CCE, so that a substitute can be secured.

**Discipline and Problem Solutions:** All learners are expected to share in the faith experiences of the St. Laurence Elementary Faith Formation (CCE) program in a way that is appropriate and fruitful for them as well as their classmates. If a child's behavior in class disturbs the learning process for him/herself, or for other program participants, the steps listed below should be followed in order to ensure their continued participation in the faith formation program.

- 1. Stop the problem behavior at the time that it first occurs.*
- 2. The Catechist/Class Facilitator will describe the expected behavior to the child in clear and specific terms.*
- 3. A consequence is given (i.e., state choice of action, change of seat, cooling off period, etc.) to the child.*
- 4. If the problem is not corrected in the classroom, then please use the intercom system button on the wall of your classroom to communicate with the AMC receptionist, who will notify the Program Coordinator to come and assist you. If the undesirable behavior continues or recurs, the child's parents will be notified and asked to remain with their child in class.*
- 5. As needed, an Incident Report will be completed by the Program Coordinator and submitted to the Director of Faith Formation.*
- 6. If no improvement is made, the parent will be asked by the Program Coordinator to catechize their child through the Home Study program.*

Please do not allow a disruptive or disrespectful situation to continue. It is neither fair nor helpful - not to you, not to the other students, not even to the child who is being disruptive. Please let the Elementary Program Coordinator know if a problem is recurring.

*It's okay to ask for help! The Elementary Faith Formation staff is here to support you and make your class a loving, respectful, effective and fun learning experience for all.*