



St. Dominic Catholic Church Religious Education

[5354 S. Hwy 85, Security, Colorado 80911](#)

Policies and Procedures: 2025-2026

Parents have the mission of teaching their children to pray and to discover their vocation as children of God. ~ CCC 2226

The teaching of the Catholic Church states that parents are the first and most important educators in the faith formation of their children. By enrolling your child in the Religious Education [RE] program here at St. Dominic Catholic Church, you are making a **commitment** to be a companion on your child's spiritual journey in building a relationship with Jesus and His church.

As the first educators of faith to your children, **parents should already be following church teachings at home.** We are here to support you as a Catholic parent, and to assist you in your commitment to raise your children in the traditions of the Catholic Church.

Our program is intended to supplement and enhance, **and not replace**, the religious education that you are giving your children at home. Working together, we are a partnership in fostering and developing their faith and their relationship with God. The expectation is that:

- **We will provide weekly instruction in the faith which you will reinforce in your home.**
- **We will provide liturgical opportunities for your child to experience God in prayer and YOU will reinforce this experience by bringing them to Saturday evening or Sunday Mass on a regular (weekly) basis as well as Holy Days [Mortal sin to miss Sunday & Holy Day Obligations]**
- **We will provide Parent Meetings which you will make every effort to attend.** Parent prayer services, parent retreats and parent faith formation classes may also be offered throughout the year.
- **We will make available volunteer opportunities for both students and families. Parents, please make every effort to help whenever possible.**
- **We will provide VIRTUS safe training for all men who would like to help with RE security.**

"Train up a child in the way he should go, and when he is old, he will not depart from it." Prov 22:6

Religious Education Office Hours

Monday-Thursday 9am-3pm and on Sundays during Religious Education Class Sessions

Kathy Thilenius c: 719-684-3500 kthilenius@stdominiconline.org

ACADEMIC POLICIES

-All materials taught in our program are in conformity with the Catechism of the Catholic Church, the United States Conference of Catholic Bishops, and the Diocese of Colorado Springs.

-Parents and students are expected to know their teacher's name.

-All students must come to class prepared to learn. **If a workbook is lost, there is a fee to replace it. If a handout is lost there is a minimal fee to replace it depending on number of pages to be printed.**

- It is the parent's responsibility to ask student(s) each week for homework/papers sent home.

- As partners in your children's faith journey, it is the parent's role to review the lessons with their child each week, to help them to understand the teachings, and to make sure they practice their prayers (see Prayer Sheet which can also be found on St. Dominic Website under Religious Education tab). For students in the Sacramental Preparation years, it is especially important for parents to review concepts and procedures with their children to help reinforce and prepare them for receiving the Sacraments.



“THE FAMILY THAT PRAYS TOGETHER, STAYS TOGETHER”



~ Venerable Father Patrick Peyton

ATTENDANCE

-A family commitment to attendance is absolutely necessary. Students are expected to maintain consistent attendance throughout the year to have fulfilled the requirements to receive credit for that year and move up. Each lesson is complemented by experiential activities that are not found in the workbook, therefore the absent child misses out on essential experiences to build their faith and form their relationship with God.

-Students are allowed up to 3 absences, with or without an excuse. After the third absence, regardless of the reason, the family will be contacted to discuss ways to resolve the attendance issue.

-Excessive absences (more than 5 absences, which is 25% of the classes missed) will most likely result in the child having to repeat the class the following year. Please make us aware of any custody issues affecting attendance for solutions to help keep your child on track.

-Weekly Mass attendance is expected of everyone! **ALL students preparing for Sacraments must sign in for each Sunday obligation and Holy Day of the year on their class roster in the South end of the Narthex in front of RE bulletin board. **Must bring signed Bulletin by Priest or Deacon if attend another church-list kids names****

-If your child is going to miss class, please report the absence by email to: religiouseducation@stdominiconline.org Please put 'MISSING RE CLASS ON ... with date(s)'. Please put child's NAME and CLASS and SESSION TIME in body of email. Next class bring a signed 'MISSING CLASS FORM' TO THE OFFICE. Makeup work will be sent home with the student so your child does not fall behind when he/she returns to the next class. Parent is expected to help student complete any and all work and to make sure it is brought back the following week with your signature.

Missing class for extracurricular activities/appointments is not an automatic excuse. Please arrange your child's schedule so that they will not miss class. See Calendar on St. Dominic Website under Religious Education tab.

IMPORTANT: Students should use the bathroom before class begins. Class time is short, and it disrupts the entire class to take your child to the bathroom. Students will be allowed to go only if there is an emergency.

ARRIVAL/ DISMISSAL POLICY

- Since a family commitment to our program is necessary, late arrivals and early dismissals must be reserved for emergencies only.

-Please consult RE calendar when scheduling family trips/events/outings (on the St. Dominic Website under Religious Education tab).

-For safety concerns, Kindergarten, 1st and 2nd grade students must be escorted to/from the classroom by a parent or designated adult and signed in and out by same.

NOTE: For K-2nd grades if someone other than the parent or guardian is picking up your child, please notify our office.

-Students in grades 3 and higher may be dropped off and picked up on the sidewalk. They will sign themselves in/out. This will help with the congestion between sessions.

-Parents or designated adults **will wait on SIDEWALK OF PARKING LOT AREA** for pickup.

-Teachers will escort your child out of the class at dismissal time.

Children will not be permitted to leave the class unescorted.

-Please be on time to pick up your child.

Once classes have begun, all late arrivals and early dismissals must be conducted through our office. There are sign-in and sign-out procedures in place for the security of all children.

-All late arriving students must be signed in by a parent/authorized adult before they can proceed to their classroom.

-If a child is being picked up early, the parent/authorized adult must come into the office to sign the child out. Then, an Office Volunteer will go to the classroom to get the child.

-Under no circumstances are teachers permitted to dismiss a student directly from the classroom before session. Likewise, parents are not permitted to add or remove a child directly to/from a classroom during class time.

- If a student is consistently late or has excessive early dismissals, the family will be contacted to discuss ways to resolve the problem. Promotion to the next class may be jeopardized.

-If your child arrives late and/or leaves early three (3) times, it will constitute one absence.

ASSESSMENTS

Students in all levels are assessed both informally and formally throughout the instructional year. Assessments may include verbal and written reviews. Testing accommodation and assistance will be provided as needed.

PRAYERS TO KNOW:

See Prayer Sheet handout for age-appropriate Prayer/sacramental info memorization

NOTE: Each new family is given a blue bilingual Prayer book at Parent meeting. If lost or would like another they may be purchased for \$10 in the Parish Office.

ADMISSION

Admission into our program does not discriminate based on race, gender, nationality, financial situation, or disability. To register your child, a new registration form must be filled out every year.

-Per diocesan policy, all families with children in our program must be registered at St. Dominic's so we can track your child(ren)s religious education attendance in our Parish database. This provides a more accurate account of those who participate in our Parish Community.

-The first time that a student is registered, a copy of their baptismal certificate must be attached to the registration form, **even if the student was baptized in our parish.**

-If a student is transferring into our program from another parish, a Letter of Transfer from the previous program containing the dates the child attended, and his/her Sacrament dates must be submitted.

-Students who have not attended a previous parish program and have not received the Sacraments will be evaluated on an individual basis to determine the appropriate level in our program in which they should be placed. We have a Catholic Catchup (CC) program from 3rd-12th for those baptized students who need the other sacraments. For those students baptized in another faith or without any sacraments, they will attend our OCIC/OCIT (Order of Christian Initiation of Children/Teens) class for two years to receive all 3 Sacraments of Initiation. These OCIC classes usually include the attendance/involvement of parents.

-Each grade level is a pre-requisite for the next grade level. **Religious education is a 9-year program [K-8th], and for continuity, students should attend each class in sequence as in regular school education. If a student rejoins the program after being away for some time, the missing information must be made up.** Therefore, students will be placed in the class that follows the last level that they completed.

-The Sacraments of First Reconciliation and First Communion are a two-year preparation program. To receive these sacraments, the student must attend and successfully complete both year 1 and year 2.

-Students in grades 3 through 6 continue to learn and mature in their faith understanding. To enter the Confirmation program, students should complete the first 6 years of religious education.

-The Sacrament of Confirmation is also a two-year preparation program. To receive the Sacrament, the student must attend and successfully complete both the year 1 and year 2 instructional years, as well as all the requirements for each of those years as outlined in the Confirmation Requirements.

BATHROOM

All children should use the bathroom at home or in the Narthex before arriving for class.

Once class begins, children are not permitted to make frequent trips to the bathroom as this can be disruptive to the classroom instructional setting. If your child has a medical condition that might require multiple trips to the bathroom, please put that in writing and notify our office.

DISCIPLINE

All students are expected to exercise self-control and conduct themselves properly at all times.

- Respect and courtesy must always be shown to the catechists, parish priests and staff members of our program.
- Students are expected to treat their fellow classmates with compassion and respect as they journey in faith alongside each other.
- Bullying is **never** acceptable, especially in a Christian environment. Accusations of bullying will be taken seriously, and parents should contact the Director of Religious Education immediately if they feel that their child is in a situation where they have or may become a victim of bullying.
- Students are expected to **display a Christian attitude in the way they dress, speak, and behave**. This attitude extends to their interactions with others, and all aspects of their everyday lives.
- Students must avoid any behavior that is disruptive to the learning environment, such as socializing with their friends during the lesson, not listening to the teacher, not following the teacher's instruction, looking at cell phone, etc.
- Eating and drinking (donuts, soda, gum chewing) are NOT permitted in the classroom, in church, at Mass, at prayer services, etc. Except for a few special occasions for whole class during the year.

NOTE: Any student found in possession of an illegal or unauthorized substance (such as Vaping Pens) on parish property or at parish sponsored events will be immediately suspended from the program and the proper authorities will be notified.

The Director of Religious Education shall use reasonable judgment in responding to student misconduct and accusations. The first instance of student misconduct usually warrants a verbal warning. If there is a second incident, the child will be removed from class and the parent will be called to pick up the child. If these actions do not resolve the situation and there is a subsequent incident, a parent will have to attend class with the child.

INSTRUCTION OUTSIDE THE TRAILERS/FAMILY ROOM ON PARISH GROUNDS

Sometimes, students will be escorted by catechists to the Church Nave, Adoration Chapel, Statue of Mary, or other onsite devotions for instructional lessons, confession or prayer opportunities. These are not considered "field trips" and no prior notification to the parents will be communicated. There are no "field trips" off-site. Same good behavior is required outside as in the classroom.

DRESS CODE

Appropriate clothing must be worn at all times: at Mass and in the classroom. Non-compliant students will be reminded of the guidelines one time. If they continue to disobey the rule, parent will be called to pick up the parent. **Parents should model modest dress & behavior.**

- Hats and hoods are not permitted to be worn inside the church or RE classrooms.**
- No clothing may be worn with suggestive or questionable language or drawings.
- No bare midriffs, tops that expose cleavage, tube-tops, spaghetti straps, short shorts or short skirts
- No sagging pants that expose undergarments or chains on any attire that could be used as a weapon.
- .-No pajamas, bedroom slippers or shower shoes.
- Heelies (sneakers with wheels on them) are NOT permitted.

PHONES / ELECTRONIC DEVICES

Phones **MUST** be turned off and stowed away (in a pocket, purse, or bookbag) when the student is in class. Students found using their phone or texting during class, prayer time, or in church will have their phone confiscated, and the parent will be required to retrieve it from our office. Other electronic devices, and anything else that may cause your child to be distracted during class, must be left at home. In case of an emergency, parents should call our office and not the child. OFFICE: 719-392-7693

***Students cannot wear AirPods while in our building or in church/Mass. Please leave at home.**

MEDICAL CONDITIONS / MEDICATIONS

Medical conditions (allergies, asthma, auditory, learning disabilities, visual impairment, seizures, etc.) must be noted on the registration form every year. The Religious Education Office will communicate this information to the child's catechist. No medication of any kind may be given to a child by a Catechist, except for an EpiPen, per written parental consent.

COMMUNICATION/CANCELLATIONS

--We will be communicating with parents through memos sent home with the students and via FLOCKNOTE [both TEXT & EMAIL that you provided at registration].

-IMPORTANT: Parents are expected to note DEADLINES for all essential Sacramental paperwork and requirements and make every effort to meet it!

-Class CANCELLATIONS and changes/updates to the RE Calendar will be posted on the Religious Education Calendar on our St. Dominic Website under the Religious Education tab and on the RE bulletin board in the south end of the Narthex.

If classes are canceled due to weather or emergency, **you will receive a FLOCKNOTE.**

-Parents are encouraged to be in frequent communication with the child's catechist.

SAFE ENVIRONMENT

The United States Conference of Catholic Bishops and the Diocese of Colorado Springs mandates that every child enrolled in a Religious Education program in the USA will receive an age-appropriate Safe Training lesson each year. The lessons address issues that include, but are not limited to, stranger danger, staying safe when online, the consequences of gossiping and spreading rumors, bullying, etc.

SAFETY PROCEDURES/FIRE DRILLS

-For safety and security of our children, we invite RE dads to volunteer to be our Security outside of the trailers and church and in parking lot during each of the class sessions. *****These Security Volunteers will be wearing RED vests*****

-For the safety and protection of all students, (as well as classroom capacity) parents/adults are NOT permitted in class during session times [unless required by OCIC]. If a parent needs to talk with the catechist, please do so before/after class. The office is open during RE class times to leave a message and/or for additional needs.

Fire Drills: Children will be directed to follow the instructions of Fire personnel in case of fire by their Catechists on the quick evacuation from their classroom through designated exit doors.

Detailed procedures are posted in each classroom, and all catechists are aware of what to do in case of an emergency.

In the event of an actual emergency, Parents will be notified of the Emergency situation via FLOCKNOTE.

SPECIAL NEEDS:

- If your child has any special needs, please notify our office to ensure that your child will be appropriately accommodated.

-We will make every effort to provide the best possible experience in our program.

-If your child needs to be accommodated outside of a mainstream class, contact our office and together we will decide on an individualized catechetical plan for your child.

CUSTODY ISSUES / ORDERS OF PROTECTION / RESTRAINING ORDERS

- Please make us aware of any complicated family dynamics which could negatively impact your child's celebration of a Sacrament, or which may require precautionary measures or accommodations throughout the school year.**
- Unless there are legal restraints in place, we cannot prevent anyone from attending the celebration of the Sacraments. We cannot be put in the middle of family disputes, and the families need to work it out amongst themselves.**
- Where there is an Order of Protection or restraining order in effect, a copy should be submitted to the Office along with a photo of the party identified in the Order. If the person referred to by the Order of Protection is seen on the premises, the police will be called immediately.**