



**Church of St. Joseph Religious Education**  
**Home Learning Program**  
**Lesson Policy and Procedures 2021/2022**

- Grade-specific and password protected lessons will be posted on our webpage each Wednesday afternoon. The Religious Education office will send an email to our families each Wednesday with instructions on how to access the weekly lesson.
- Lessons will remain on our webpage for one week only; we will remove the previous week's lesson when we post the current week's lesson.
- At the end of each weekly lesson, we require each student to fill out the assessment that will be included in the lesson as a Google form. Completion of the assessment will be our way of taking "attendance." Once we receive a completed assessment back from your child, we will mark them as "present" as a way of indicating in our records that they have completed that lesson. The assessment form will also give your child the opportunity to submit any questions that they may have about the lesson. We will, in turn, contact the catechists who prepared the lesson and then will get back to you with the requested information.
- If your child does not complete the lesson in a week's time, we will mark them as "absent" for that lesson. If there are extenuating circumstances that prevent your child from completing the lesson in the time allotted, please contact us via email [stjosephreled@optonline.net](mailto:stjosephreled@optonline.net) and we will gladly work with you.
- In order for your child to successfully complete our Home Learning Program, no more than 5 absences will be allowed.
- Due to Safe Environment standards, only a parent or parent-designate may teach a child.

- If at any time you need any assistance with our Home Learning program, please email us and we will get back to you promptly. We continue to work from home and do not have access to our office telephone, so please send an email to us at [stjosephred@optonline.net](mailto:stjosephred@optonline.net)