

## Faith Formation Policies and Procedures

### Mass Attendance

Through the baptism of your child, each parent has accepted the responsibility of training and raising their child in the practice of the faith. Regular Mass attendance of students on Sunday and Holy Days is integral for the development and realization of faith for the child and youth.

Our weekly curriculum reflects the importance of the Mass. Each grade incorporates aspects of the Mass into their weekly lessons, whether it be discussion on the readings, liturgical season, homily or music.

### Class Attendance Policy

Students are asked to attend all scheduled classes. If a student misses a class, make-up work is required. This work will be provided through the student's catechist. Please have the student complete the missed lesson and return within two weeks of the missed class. Each student (1<sup>st</sup> — 8<sup>th</sup> grade) is allowed up to (3) excused absences during the school year. This year, ALL absences exceeding this bench mark will be reviewed by the program director, especially for sacramental years. If your child is going to be absent please contact your child's catechist via email and the program Coordinator via email. Thank you.

### Cell Phone and Electronic Devices

Students may not use cell phones during class, retreats, service projects or social events unless authorization is given by a catechist and/or supervisor. Students who are found using cell phones during these listed events without permission will be asked to put their cell phone away. If they do not comply, the cell phone will be confiscated by the catechist and/or supervisor and given back to the student after the event.

### Communication

All Faith Formation announcements are in the Sunday Bulletin. Please make sure to review each week for important information as well as highlights of class activities in our programs. In addition to the bulletin, each catechist is given contact information for their students that includes family phone numbers and email information. The catechist will send weekly class updates. We ask that all of our parents take an active role in assuring that they are informed in what is going on in their child's class.

### Inclement Weather

As a rule, if CMS cancels classes we also cancel classes. However, due to our evening and weekend classes, we ask parents to turn to Channel 9 Severe Weather Center for updates for concerning weather closings.

## **Parking and Arrival/Dismissal of Your Child to Class**

All parents (no siblings) are asked to park their cars in a legal parking space and walk your child(ren) to and from their classrooms, or in the case of Sunday classes, to the St. Mark School. Please do not park in the "clergy" parking area or along the curves of the parking lot. Please abide by the signage for entering and the exiting the church property. Adherence to this simple policy will assure the safety of your child and avoid awkward confrontations between staff and parents.

If a parent is late coming to class with their child, they are not to drop their child by the curve but rather must escort their child to class.

## **St. Mark Faith Formation Behavior Policy**

As members of St. Mark Catholic Church and followers of Jesus Christ, all students are expected to have Christian consideration, sensitivity, and respect for fellow students and adults as well as the property around them. This is further defined by the following points:

- 1. The learning environment should be free from harassment or bullying. Bullying can include verbal harassments, physical assault or coercion and may be directed repeatedly towards particular victims, perhaps on grounds of race, gender, sexuality or ability.**
- 2. Students must stay with their class at all times, and if need to be excused due to sickness or need for bathroom, they must tell supervisor and return within an appropriate amount of time.**
- 3. Student must refrain from behavior that is disruptive, disrespectful or dangerous to themselves or others.**

### **Procedures in the case of Behavior Policy violation:**

- 1. First Incident: Catechist will speak privately to the student about his/her inappropriate behavior and give the student a warning. This will be documented via email from the catechist to the Coordinator about the discussion.**
- 2. Second Incident: If the disruption persists, the catechist will bring the student to the Program Coordinator or Director to speak with student. Parents of student will be contacted about the student's behavior and an action plan will be implemented with parent/student and Coordinator/Director. This will be documented and placed in the child's file.**
- 3. Third Incident: If the disruption continues, a meeting with parents, student, Coordinator/Director and Pastor will be scheduled with possible dismissal from faith formation program as an outcome.**