

Faith Formation Program

Enrollment Forms and Enrollment Fees must be filed before class begins

Parish Registration: All families enrolling students in the Faith Formation Program must be registered parishioners.

Grade 1 & 2: First Communion is a 2 year program Regular attendance and completion of all class requirements is mandatory to receive the Sacraments of Reconciliation and First Communion and to proceed to Grade 3.

- As with all programs, Baptismal Certificate is **required** for all students preparing to receive these two Sacraments (for those who were not baptized at St. Mary's).

Grades 3 – 8- Classroom: Regular attendance and completion of each year is **required** to proceed to the next year's class.

Grades 3 – 8- Home School Program: We understand that schedule conflicts exist so for grades 3 – 8 we offer a home school program.

We see this as a corporative effort. The parents are the first teachers of the faith and the Parish has a secondary role that is what we offer in our Faith Formation program.

Appropriate Dress

The intent for these guidelines is to keep students safe and focused on their classes:

- Same dress code for Faith Formation as the Mansfield School System
- Students should dress in a manner that sends a message of respect of themselves and others.
- Hats and hoodies should not be worn in the building except for medical reasons.
- Students should dress modestly.
- Clothing with reference to cigarettes, drugs or alcohol or any inappropriate language are not allowed

Arrival, Departure, and Safety

For each class session, there are approximately 200 students arriving and departing in cars at the same time. Here are some tips to ease the process:

- Grades 1 to 4- Parents walk them into the building and escort them into the Parish Center to their teacher.
- As for dismissal, please come in and wait in the hall by the room number for your child to come back with their class.
- Teachers will remain with students until each one is dismissed to their parent
- Grades 5 to 8- As the students are older, it is suitable for them to be able to be dropped off at the door, however please continue to alert them to the parking lot and how they need to be aware of the cars
- Parking- There is to be no parking directly in front of the Parish Center due to high volume of students exiting the building. Please utilize the spaces and the school parking lot.
- If parents need to have their student dismissed early, please give a note to the teacher and the office. The note will remain on file for the remainder of the year. Students are NOT allow to be dismissed early without a note from a parent. Parents must come to the office and the office will obtain the student from the classroom. **NO ONE IS ALLOWED TO GO DOWN THE HALLWAY TO THE CLASSROOMS.**

Attendance

- Regular attendance is expected and required for all students. If a student misses 3 they will receive an email from the Director of Youth Faith Formation. If a student misses 5 a letter will be sent home. If there are extenuating circumstances behind the absences please let the Faith Formation office know so we can work together to find a solution
- If any student misses 5 or more classes the student and parents will be required to meet with the Director of Youth Faith Formation prior to the student's return to class
- Excessive absences (more than 5) will result in the student having to repeat the year
- Home-school- Completion of the home-school assignments (paper or online) is expected in a timely manner (within one month of the assigned due date)

Mass Attendance

- Attendance at Weekend Mass and all Holy Days of Obligation is expected and required of all students. Please review the Parish Bulletin and Web site for Mass Schedules

Behavior

- Christian behavior is expected from everyone.
- Our goal is to see each of the students establish a relationship with God and grow deeper in their faith.
- All members of the St. Mary's Faith Formation program have the responsibility to conduct themselves with respect for the rights and property of others.
- Students who do not follow the class rules and/or who are disruptive will be sent to the Office where their parents will have to pick them up.
- Students who habitually break the rules or disrupt the class will need to schedule a meeting with the Director to establish a plan of success for the student.
- As part of the behavior of the students is the condition of their textbooks. Students are required to keep their books orderly and bring them to each class unless otherwise noted.

If there is ever an issue with your child, their classroom, any classmate, or their teacher, please be prompt in alerting the Faith Formation Staff so that we may help address the situation. Please do not allow issues to continue for more than two class sessions.

Cell Phones and Electronic Devices

- The use of cell phones and smart phones and electronic media devices (iPods, iPads, handheld video games) is **prohibited** during Faith Formation times. Students are to leave the phones at home or turn them off once they enter the building. Students caught using a phone or electronic device will have it confiscated and their parent will need to pick up the device in the office after class. Repeated violations of the electronic device policy will result in disciplinary action.
- The unauthorized use of electronic video devices (handheld video camcorders, video cellular phones, and other electronic video or electronic still image devices) is prohibited at all times during St. Mary's Faith Formation class sessions.

Food and Gum Chewing

- Due to many food allergies there is absolutely NO food is allowed in any of the classrooms. Classes are only 60 minutes long; students should not need a snack (except for medical needs).
- Gum chewing is **NOT allowed** in either the parish center, St. Mary's School or the Church.

CORI and Suspected Child Abuse

- We are all responsible for the safety and well-being of the children of this parish. If you see any suspicious behavior or have a concern about anyone's behavior, please contact Director of Youth Faith Formation immediately
- By law and diocesan policy, all Faith Formation volunteers over the age of 17 are required to annually complete a CORI (Criminal Offender Record Information).
- By law and diocesan policy, our staff and volunteers are required to report any instance of suspected child abuse immediately to the proper authorities.

Inclement Weather

- If there is no school in Mansfield, then there will be no Faith Formation for that day.
- If inclement weather hits post-school- cancellations will be emailed, posted to the website and on Channel 7.
- Class cancellations will be posted on the St. Mary's Parish website and an e-mail will be sent out to all Faith Formation parents