

Our Lady of Czestochowa, North Tonawanda, NY
Faith Formation
Policies and Guidelines

We comply with State and Diocese requirements regarding Covid-19.

Please see their websites for the updates

Registration Child/children must be registered every year. Forms are available in the office and also by visiting our website @ www.nt-olc.org. All first time registrants must submit a copy of each child's baptismal certificate.

Class Time All classes are held on Sunday mornings from 9:00am -10:15am. Please be prompt.

Absences Students are urged to attend all classes. If your child is absent please notify the Faith Formation Office at 694-3644. Missed work must be made up to the teacher's satisfaction. In the event of a long term illness please contact the Faith Formation office so arrangements can be made to keep your child up to grade level. Regular class attendance is a must for your child to develop a solid foundation of their Catholic faith.

Mass Attendance Weekly attendance and participation at the Holy Mass helps to develop a better understanding of the Catholic Faith. Students in K-8 should complete the Mass attendance cards and drop them in the collection basket each week. Students in grades 9&10 will use the sign in book located in the church for Mass attendance. If your child attends the Holy Mass elsewhere, please bring in a bulletin from the church attended. Be sure their name and grade are written on the top of the bulletin. This can be given to their classroom teacher or the office secretary.

Please note: cards are not required during the Covid-19 restrictions.

Release Time For the safety of the students, no one will be allowed in the school until 10:10 am unless an early release has been requested. Only door #3(near the Ministry Center) should be used to enter or exit the building.

Please note: with the Covid-19 restrictions, the children are dismissed according to Families' names.

Early Release If a child needs to be excused from class early, a written note signed by the parent must be given to the teacher at the beginning of the class. Parents will need to stop in the office and sign the early release log and wait for the child in the office.

Medical Emergencies and Medications In case of an emergency we will notify either the parent or the emergency contact person on the registration form. Medication cannot be dispensed by anyone associated with the Faith Formation program.

Children's Liturgy The first Sunday of each month at the 10:30 Holy Mass, students will have an

active role in the Liturgy. Each grade level volunteers to act as lectors, gift bearers, greeters and ushers. Please check the schedule for each grade level's turn.

Please note: no Children's Liturgy during the Covid-19 regulations.

Building Rules Show Christian courtesy to all. Respect the property that is given to you. No running, shoving, or pushing is allowed. Students must be supervised by an adult whenever in the building.

Cell Phones Use of cellphones and other electronic devices during class time is prohibited.

Dress Code Everyone should be dressed neatly. Remember to dress with dignity and respect for the human body when making clothing choices.

Discipline *First Offense* – students will receive a verbal warning from their teacher. *Second Offense* – The student will meet with the teacher and the coordinator. Parents will be contacted for a conference and be advised of the behavior before the student is admitted back into the class. *Third Offense* – a) The student may continue to attend class with the parent present for 1 or more sessions or b) The student leaves the class for the remainder of the year.

Sacramental Programs First Reconciliation generally takes place in the second grade. Children receive their First Eucharist in the third grade. Preparation for Confirmation requires 2 years of high school Faith Formation classes. The sacrament is received in the tenth grade. Sacramental preparation classes, stewardship and a retreat are required by the diocese before receiving the sacrament. Catholic school students are required to attend the Confirmation Prep classes, participate in stewardship activities and attend the retreat before receiving the sacrament.

Stewardship In order to convey the message that time, talent and treasure are essential components to the Catholic lifestyle; age appropriate apostolic projects are included at each level of Faith Formation. Many of these projects will occur in class while others are part of the student body supporting the church community in the activities planned by the various parish groups. *Participation in these stewardship activities is required.*

Assessments Each student will receive an assessment twice during the year from their teacher. (approx. January and April) these assessments are not to grade your child, but to help determine where they are on their faith journey. This evaluation also includes participation in stewardship activities, class and Holy Mass attendance.

Supplies Each student will be supplied with a text book, paper, pencils, and other materials needed to complete classroom activities. If homework is assigned, be sure to return it when it is due.

Weather Related Cancelations If classes are to be canceled see the following TV channels; WGRZ Channel 2, WIVB Channel 4 or WKBW Channel 7. Listen to WBEN radio 107.7 or STAR 102.5