

POLICY & PROCEDURES

2017-2018



The philosophy of the Faith Formation Program of St. Columba Catholic Church is to offer quality faith formation to all with respect, humility and love for the dignity of all people.

These policies will also cover Youth Ministry events at St. Columba.

- Sacramental Handbooks and forms are supplied to each family at the beginning of the year. Please take time to read through these and implement the suggested activities at home. Additional material for instruction will be found on the parish website. Working with your children at home will give you the opportunity to reinforce concepts presented in sacramental preparation and the Faith Formation sessions. It allows you to see how their faith is developing. It is extremely important for you to help your child in this area of faith development.
- If a family must miss their class because of illness or unavoidable conflict, parents are asked to call the Coordinator of Faith Formation to see if they are able to make up the class. Parents should pick up the material to work at home with their children and present the covered material. Parents should also consult the on-line materials from the parish website for additional instruction.
- If a student misses a Faith Formation class or Life Teen session, parents are expected to cover the materials at home with the student. Materials may be obtained from the Coordinator of Faith Formation.
- Our sacramental programs for the reception of the sacraments of Reconciliation, Communion and Confirmation require two years of education and participation in the Catholic way of life and Mass leading up to the reception of the sacrament. Every effort should be made to attend Faith Formation events every year through high school. Attendance records will be kept for Faith Formation sessions including Life Teen.
- All adults who have substantial contact with the youth of our parish are required to attend initial training in the Archdiocesan Child and Adolescent Protection Program within 30 days of beginning their ministry. CAPP classes are offered here at St. Columba throughout the year.
- When children are attending parish events without their parents, children must be supervised by adults while on parish grounds. **Please do not bring your child earlier than 10 minutes before the scheduled start of activities and please be prompt in picking up your child after activities.** No child will be left alone in the buildings or on the grounds to await pickup by their parents.
- K3-5th Grade students must be walked in to and picked up from their classroom by an adult. Please do not drop your students at the front walkway of the building and expect them to make their way to their classroom on their own. Catechists will keep students in the classrooms until they are picked up and signed out by an adult. This policy is for the protection of your

students. If there is any individual who is not allowed to pick up your child, please inform the Faith Formation Office before classes begin.

- High School Students attending Life Teen will be signed in at the beginning of the evening and are expected to remain for the entire session. Students are not to leave early. If a student leaves early, his/her parents will be notified.
- In the event of an accident or illness to your child, we will attempt to notify you immediately using the emergency contact information you provide on the Medical Consent form.
- We ask that students do not bring cell phones to Faith Formation or Youth Ministry events. Students who drive are asked to keep their cell phone in their cars. All students will have access to phones on the premises if needed. Faith Formation and Youth Ministry events are not appropriate occasions for cell phone use.
- In regards to discipline: if a student is being extremely disruptive during an event, he or she will be asked to come to the Faith Formation or Youth Ministry office and the coordinating adult will talk to them about the disruption. If the problem continues, the coordinating adult will notify the parents and ask that they talk with their child. The third time the problem occurs the coordinating adult will ask the parent to keep their child at home until they think his or her behavior is improved. No corporal punishment (defined as punitive touching) will be administered to any child by anyone in the Faith Formation or Youth Ministry Programs. If an adult staff member or volunteer loses control and imposes inappropriate physical discipline, the coordinating adult will be notified immediately and a written report containing all pertinent details of the incident will be filed with the Coordinator of Faith Formation.
- Sexual harassment, racial slurs, fighting, smoking or other inappropriate conduct among youth will not be tolerated. Violation of this rule will warrant immediate notification of parents of the children involved and may, after a hearing in which both sides of the story are presented, warrant the child's dismissal from the program either for the remainder of the year or on a permanent basis.
- If a student is suspected of having drugs in his or her possession at any Faith Formation or Youth Ministry event, the proper civil authorities will be notified and the student's parents will be called immediately.
- It is strictly forbidden for any student to possess a dangerous weapon on parish premises, in a parish owned vehicle, or during any parish sponsored trip or activity. A dangerous weapon or instrument is defined as follows: "Dangerous Weapon: A dangerous weapon is a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or a switchblade knife, gravity knife stiletto, sword or dagger; or any billy, blackjack, bludgeon or metal knuckles." Facsimiles of a dangerous weapon are subject to this policy. If a student is found to be in possession of a dangerous weapon, the proper civil authorities will be notified and the parents of the child will be called. In addition, the child shall be suspended from parish youth programs for a period of not less than one year.
- The discipline procedures and policy statement will be explained to volunteers. It is expected that these volunteers will observe and enforce these rules and regulations. Unfairness in discipline or sexual harassment by volunteers will not be tolerated. Any violation will warrant the volunteer's dismissal.
- **Before a student will be permitted to participate in the Faith Formation Program at St. Columba Catholic Church, their parent or guardian must complete the Parental Consent/Medical Release Form provided at Registration, which states they have read these rules and agree to be governed by them.**