

## **Corpus Christi Parish 2022 -2023 On Site Faith Formation Program**

212 Station St. Bridgeville, Pa 15017 (412) 221-5213 ext. 4220 [liz@corpuschristipgh.org](mailto:liz@corpuschristipgh.org)

Thank you for choosing to enroll your child in our On-site Faith Formation program at the Holy Child school site. Mrs. Elizabeth Hand is the Director of On-Site Faith Formation. Our program uses "**Faith and Life**" by *Ignatius Press* as well as many spiritually rich activities throughout the year to help guide your child to know God better according to Diocesan guidelines.

**Please be sure to read this information carefully and share it with your student.**

### **PARENTAL EXPECTATIONS**

- Parents and students are expected to attend Mass weekly.
- Parental support is an essential element of our Faith Formation Program. Parents should reinforce the material taught.
- Parents should see that their child is at the Faith Formation Building **on time for class.**
- Parents are to **pick their child up on time.**
- Parents are to send a note if their child will be riding home with someone other than the parent/guardian.
- Parents are **required to attend all sacramental parent meetings.**

**For all children's safety, no parent is allowed to wander the halls of the school building. If you have any concerns, please direct your questions to Mrs. Hand, DRE.**

### **Classroom Procedure and Guidelines:**

- **Students must show absolute respect for all Faith Formation personnel, classmates, and property.**
- Students must come to class prepared (i.e., bring books, folders, etc., have homework completed and signed).
- Students, if necessary, should use the restroom, before class
- **Students are highly encouraged to bring their own water labeled water bottle to class if needed.** Our water fountains in the schools have been turn off due to the increase in communicable illnesses. If they forget their water bottle, catechists will have a supply of water bottles in the classroom for student use.
- **No cell phones or I-pods are allowed during class.** Please understand that the children are in class for a very limited time. Electronics are a disruption to the teaching environment. If you need to reach your child, please call the main office. If your child must bring a cell phone, it must be used only in emergencies. Failure to comply will result in confiscation and a call to the parents. **Corpus Christi Parish is not responsible for any lost or stolen electronics or other items.**
- Our teachers are highly motivated **volunteers** who are called to share the Lord's Good News with your child. If you have a question about an assignment or a question for the teacher, please call the Faith Formation Office.

## **Corpus Christi Parish 2022 -2023 On Site Faith Formation Program**

212 Station St. Bridgeville, Pa 15017 (412) 221-5213 ext. 4220 [liz@corpuschristipgh.org](mailto:liz@corpuschristipgh.org)

- Students are expected to take part in class events and celebrations such as Class Mass. Reconciliation

### **Discipline Procedures:**

- Any child sent out of the room for behavior or disrespect of the teacher or another child, the parent will be called **IMMEDIATELY** and the child will need to be picked up.
  - If the behavior persists, the parent will be asked to sit with the child during class.
  - Any further behavior disruptions and the child will be asked to continue Faith Formation in the homeschool program for the remainder of the year.

### **Medical or behavior Conditions:**

- We realize that there are some medical and or behavior conditions that can cause discipline disruptions during class. Children with medical or documented behavior conditions are **absolutely welcome** in our program.
- However, with these conditions (ADHD, ADD, ODD, etc.) different teaching and discipline techniques are used to make a comfortable classroom setting for all.
- Parents should list these condition as well as any techniques listed on their IEP or Doctor's suggestions that are used in school that will aid with instruction.
- For example, there different types of ADHD as well as different techniques that work with this condition. But not every student responds to same technique. If we know what works with your student, class will go smoothly. We cannot vary our teaching styles if we do not know about it. We want your child to succeed. Please notify the Faith Formation office if you have questions.

### **Attendance Policy:**

- **We require mandatory attendance in in Grades 2 and 8.** These are the years that your child will receive a sacrament of our faith. Your child will be allowed **only ONE unexcused absence** per semester. All absences must be accompanied by a written, dated excuse, turned into the teacher or emailed to the office. **Your child will be responsible for all missed work.**
  - **For more information, please see the Sacramental Preparation Policy page.**
- **For all other grades,** we expect excellent attendance. Your child will be allowed no more than **THREE unexcused absences each semester.** Any more than 3 and your child will be asked to continue their Faith Formation in homeschool. All absences must be accompanied by a written, dated excuse, turned into the teacher or emailed to the office. **Your child will be responsible for all missed work.**
- **Sports and other outside activities:** We understand that your child could be involved in various other activities. These could come in conflict with Faith Formation. If your child will be involved in an outside activity that will be in conflict with their Faith Formation class for a number of weeks, you might want to consider homeschooling your child. Homeschool will allow you and

## **Corpus Christi Parish 2022 -2023 On Site Faith Formation Program**

212 Station St. Bridgeville, Pa 15017 (412) 221-5213 ext. 4220 [liz@corpuschristipgh.org](mailto:liz@corpuschristipgh.org)

your child the flexibility of choosing when to work on Faith Formation. We cannot have children starting late, leaving class for a number of weeks and then returning. This is extremely disruptive to the class. **If you find your child in this position, please call the Faith Formation Office to discuss your situation.**

- **Extended sickness or other health or family issues:** From time to time, issues arise that are beyond your control that will cause your child to be absent from class for an extended period of time. **If this is the case, please contact the Faith Formation Office and other arrangements can be made.**

### **Early Dismissals:**

- **Corpus Christi Parish will not excuse students early from class unless there is a serious reason.** Any early dismissal must be first approved by the Mrs. Elizabeth Hand, Director of On-site Faith Formation. **Parent/guardian must come to the office to sign out their child. If we do not recognize the parent/guardian, I.D. must be presented**

### **Drop – Off and Pick Up Procedures**

- **Parking:** The front of the school is reserved for handicapped students only. There is **NO PARKING in front of the church.** It is reserved for emergency vehicles only. Please park in the Church parking lot.
- **All parents and children are to enter the side of the school** and proceed to their classrooms. If their teacher is not there, they are to wait in the hall until the teacher or aide arrives.
- Mobility challenged students are ask to enter in the front (Station St.) entrance. Your classroom will be on the first floor or in gym if stairs are a challenge.
- **Grades K - 2 Students:** All parents are asked to sign in and sign out your child in the classroom. No child will be sent out of the classroom without a parent or an older sibling. If you have older children in Grades 3 - 8, they can sign out children in grade K – 2 from the classroom as well, but please advise the teacher.
- **Pick Up for both sessions:** Please use the school side entrance **ONLY.**

### **Cancelation for Weather or Other Emergencies:**

- **We will send out an email alert to all current emails detailing the cancelation of school.** Please make sure we have your correct email address.

## ***Corpus Christi Parish 2022 -2023 On Site Faith Formation Program***

212 Station St. Bridgeville, Pa 15017 (412) 221-5213 ext. 4220 [liz@corpuschristipgh.org](mailto:liz@corpuschristipgh.org)

### **DRESS CODE**

- Students should dress appropriately for Faith Formation. All students should be dressed modestly, with no undergarments showing. Inappropriate language or pictures are prohibited on any item in the school, including clothing, etc. No pajamas are allowed.

**CORPUS CHRISTI PARISH HAS A ZERO TOLERANCE POLICY FOR WEAPONS OF ANY FORM.**

**If your child is receiving a sacrament this year (First Reconciliation, Eucharist, or Confirmation), please read and acknowledge the Sacramental Preparation Policy page.**

**Please call the Faith Formation Office if you have any questions.**

**We are looking forward to a wonderful year**