

Faith Formation Policies 2020-2021

Office Hours

Monday & Tuesday: 9:30a.m. – 1:00p.m.

Thursday: 9:30a.m. - 2:30p.m.

Communication

Please refer the Faith Formation section in the bulletin for upcoming events and announcements.

Parents will be notified by e-mail of any change in schedule, policy or information which has not been previously communicated. Please make sure that the Faith Formation Office has your latest e-mail address.

Attendance Policy and Missed Classes

Attendance at class is extremely important. Missing classes causes students to miss class discussions and experiences. If your child does need to miss class please contact their teacher before to let them know.

Grades 1 – 6 Please make up the lesson missed at home. This can be done online or in the book. If done in the book, please show it to your teacher upon returning to class.

Grades 7 & 8 You will receive your make-up work when you return to class the following week.

Grades 9 & 10 Make note of the make- up classes listed on the schedule.

Inclement Weather Policy

We contact the following organizations when we cancel:

WFSB Channel 3 Early Warning Network, WTIC Channel 30 & FOX Channel 61

We also do our best to send an email if we will be closed for any reason.

Discipline Policy

It is important to remind your children that their teachers are volunteers! They are giving up their free time to teach them. They should be respectful of themselves, their teachers and their classmates at all times.

If a child is disrupting class, he/she will receive two warnings in class. If a third warning is necessary the child will be sent to the moderator whereby:

- He/she will fill out a reflection sheet with their name, date and teacher name
- They will write why they were sent.
- Moderator will illicit from the student how they could solve the problem. They will brainstorm ideas if needed. Solution will be written on paper.
- Student will complete class work with the moderator.
- Student and teacher will have brief discussion immediately following class.
- Moderator will copy the sheet, file one copy and hand a copy to parent upon dismissal.

The **second time** the child is sent to the moderator the above procedure will be followed and the parent will be called immediately to have a conference with the child, parent and director after class that day. Parents will be in the discussion on how to prevent this from happening again. **Please see other side**

The **third time** the child is sent to the moderator, the child will be removed from the class and will complete the assignments with their parent during class time at Woodside/in the church hall.

Dismissal & Carpooling

Please give your child's teacher a written note if someone other than a parent is picking their child up. If this will be a common occurrence you may write one note to keep on record for the year.

Woodside Dismissal – All parents and guardians will wait in the main hallway. At 10:15 you will pick up your child from their classroom.

Grades 5 to 8 Church Hall Dismissal – All parents and guardians need to come into the church hall. Any announcements will be given at 7:40 and classes will be dismissed.

Grades 9 and 10 Church Hall Dismissal – Parents stay in their cars and park in the side parking lot. Teachers and coordinator will walk students out.