



Faith Formation
PARENT HANDBOOK

2018-2019

Index

Staff Contact Information; Parish Address	page 2
Welcome	page 3
Program Description.....	page 4
What is a Primary Educator? / Parent Responsibilities	page 5
Curriculum.....	page 6
Curriculum: Online Resources.....	page 6
Catholic Vision of Love (CVOL)	page 7
Mass Attendance.....	page 7
Ways to Help Your Child’s Faith Formation.....	page 7
Sacramental Preparation.....	page 8
Registration and Classroom Policies.....	page 9
Registration and Fees.....	page 9
Class Attendance.....	pages 9
Early Dismissal	page 10
Dismissal: Weekly Procedures.....	page 10-11
Class Cancellations / Snow Days.....	page 12
Disciplinary Policies and Regulations.....	page 12
Weapons and Illegal Substances.....	page 12
Student Dress Code (Summer CCD).....	page 13
Mandatory Reporter: Child Abuse.....	page 14

Saint Kilian Parish

7076 Franklin Road Cranberry Twp. PA 16066

Reverend Charles Bober

Pastor

cbober@saintkilian.org 724.625.1665 ext. 2106

Faith Formation Staff

Deacon Ralph Bachner

Director of Evangelization and Pastoral Associate

rbachner@saintkilian.org 724.625.1665 ext. 2103

Mary French

Director of Faith Formation

mfrench@saintkilian.org 724.625.1665 ext. 2122

Jo Scheller

Family Centered Program, Jr. SKY & CVOL

jscheller@saintkilian.org 724.625.1665 ext. 2104



WELCOME!

“Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators.”

Declaration on Christian Education (3), Vatican Council II

Many documents post-Vatican II speak of the integral role of the parent as the primary educators of their children in faith. It is in the home that children first experience love, acceptance, responsibility and community. The role of the parish is to help parents apply these lessons to the unconditional love of God, to provide the basis for a reasoned and intelligent defense of the faith, and to nurture active participation in the community that is the Church. Together, parents and faith community work to give each child their inheritance—a freely chosen, faith-filled life in relationship with Jesus Christ, our Lord. Our goal is to help your child fall in love with Jesus, secure in the knowledge that he/she is especially loved by Him.

Saint Kilian Faith Formation programs range from 1st through 8th grade when the student is invited to complete initiation into the Catholic faith through the Sacrament of Confirmation (8th grade).

This handbook contains important policies and guidelines and is provided to unite parents and administrators in the preparation of responsible, faithful and knowledgeable Catholic Christians.

The different programs offered for children’s faith formation follows on the next page.



FAITH FORMATION

PROGRAM DESCRIPTION 2018-2019

We offer the following formats for education; all available dates are listed on the website for 2018-2019:

- On-Site Faith Formation – Religious education is taught in the classrooms located in the parish school buildings (grades 1-8).
- Family Centered Program – Families take on the responsibility for their child(ren)'s religious education in the home using the same text and materials as the on-site classes. Families attend scheduled meetings throughout the year; chapter assignments are turned in at these meetings.
- On-Site Summer Program, Grades 5-8, (9:00am-4:00pm)—This one-week program incorporates traditional classroom instruction, Mass, Reconciliation, Stations of the Cross, and other opportunities to grow in faith. Due to the popularity of this program and the limited number of spaces, we may not be able to accommodate all who apply. Specific information about this program is emailed to parents upon acceptance into the program. Please Note: Behavior, Absence/Dismissal, Dress Code policies for this program below.
 - **Because this program is a concentrated catechesis, a zero-tolerance policy for disruptive behavior will be enforced** resulting in removal of the student from this program and placement in the Family Centered Program for the upcoming year. Please advise your child of this policy.
 - **Because this program is a concentrated catechesis, there are no early dismissals or absences permitted.**
 - **A Summer Dress Code Policy is in force** for student participants in this program. See page 13 for more information.



“WHAT DOES IT TAKE TO BE A PRIMARY EDUCATOR?”

- Be *involved* on a regular basis in your child’s faith formation.
- Let your child *see* that you are involved, engaged and knowledgeable...also joyful, willing and excited about the faith! Have a *positive* attitude about attending class.
- *Introduce yourself* to your child’s teacher; let them know you support them and are partners with them in any way possible.
- Continue *learning* about your faith. Make religious education a life-long commitment. Let your child see you reading books and/or using media to learn about the Catholic faith.
- Share with your child your *time*, your *attention*, your *knowledge*, and your *love*. In this way, you will model what it means to be loved, just as God loves your child.
- Pray. Participate. Laugh. *ENJOY!*

PARENT RESPONSIBILITIES

Parents and/or guardians are:

- Encouraged to participate by *volunteering* as catechists, hall monitors, classroom aides, service project coordinators, or substitute catechists. Other ideas are happily welcomed.
- Expected to attend the mandatory *Sacramental Preparation* meetings and actively prepare their child at home for participation in the sacraments.
- **Expected to have students in their classrooms on time and picked up promptly. If early dismissals are required, a note must be given to a member of the Faith Formation Staff when dropping off a student. See page 10 for additional details.**
- Expected to carry on faith formation in the home, providing a *continuity* of learning for their children.
- Encouraged to *recognize* and *respect* our teachers, who are all volunteers, and the work they do on behalf of your child.

CURRICULUM

The following textbooks are used for all faith formation sessions, whether on-site or family based.

Grades 1 - 7 use the “Finding God” series (Loyola Press). “Finding God” is rooted in Ignatian spirituality and encourages catechists and students to recognize the presence of God in all things and to develop a lifelong relationship with God. Each lesson focusses on engaging students through real-life experiences, exploring various topics, reflection and prayer, response to the lesson and sharing with families. Lessons can incorporate various resources such as art, music, Sacred Scripture, or the website.

Grade 8 uses the “Chosen: Your Journey Toward Confirmation” textbook (Ascension Press) and companion website video clips which prepare students both intellectually and spiritually to receive the sacrament of confirmation and become lifelong disciples of Christ. Each lesson introduces students to a new hero (saint), draws on real-life experiences, poses thought provoking questions, reinforces and teaches proper terminology, and presents challenges to facilitate faith formation.

CURRICULUM: ONLINE RESOURCES

There is a wealth of additional information for parents, students and teacher on the web from the publishers. Loyola offers age-appropriate printable activities, online games, reviews, study guides and tests, and parent pages for each lesson. For the 8th grade students, students can access their program from the dashboard. Here, students and parents are able to view video clips, join discussions, and even download additional resources.

- For 1st thru 7th grade: <http://www.loyolapress.com/faith-formation/finding-god/finding-god-2013/parents-and-students>
- For 8th grade: log in to your dashboard at <https://study.ascensionpress.com/login>

To access your dashboard please contact Deacon Ralph for the login invitation and information.

CVOL – Catholic Vision of Love

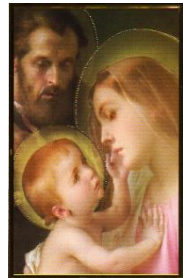
- All grade, 1 through 8, will include instruction on the Catholic Vision of Love (CVOL). Parents can review the material that will be presented at <http://diopitt.org/cvol>
- 5th to 8th grades PARENT MEETING for CVOL will be on October 10, 2018 from 6:30pm to 7:30 pm in the parish cafeteria. This meeting is Recommended for all 5th grade parents as well as parents of 6th - 8th graders who have not attended a parent meeting in the past.

MASS ATTENDANCE

We are a Eucharistic people—weekly celebration of the Eucharist is at the center of Catholic faith. Attendance at Mass is an irreplaceable part of your child’s faith formation. Please **DO NOT SUBSTITUTE** faith formation classes for attendance at Mass. Your attendance as a family sets a powerful example for your child and helps establish life-long patterns of worship.

WAYS TO HELP YOUR CHILD’S FAITH FORMATION

- Be on time for sessions.
- Bring all textbooks/folders/materials to class each week.
- Have a positive attitude about going to class, about your faith and about learning in general.
- After class, ask questions to review and reinforce what your child studied; find out how they see it applied to their lives, in their world.
- In the home: be models of faith...teach with your every move!
 - Practice your Catholic faith actively and openly so they see you.
 - Participate in Church activities; invite your children.
 - Make the home an “oasis” from the world.
 - Surround your home with faith-inspiring images, music and décor.
 - Guard your language and your family’s exposure to the media.
 - Worship freely and joyfully.
 - Be explicit in your love for Jesus, your compassion for others and your commitment to life-long education in the faith.



SACRAMENTAL PREPARATION

Preparation to receive the sacraments is an important part of our Faith Formation Program. The goal is that each student will approach the altar joyfully and with a clear understanding of the commitment being undertaken.

- **1st Reconciliation and 1st Communion (2nd grade students)**

 - **Parent Meeting**
A meeting for parents of 2nd grade students for First Reconciliation/ First Eucharist will be held on November 28, 2018 at 6:30 pm in the Church. (Parents only, students do not need to attend)
 - **2nd Grade Good Shepherd Day** (Preparation for First Reconciliation) Will take place with students during CCD times in the Chapel (next to the Gym)
 - **2nd Grade Jesus Day** (Preparation for First Eucharist) Will take place with students during CCD times in the Chapel (next to the Gym).

- **Confirmation (8th grade students)**
 - **Parent Meeting**
A meeting for parents of 8th grade students will be held on November 28, 2018 at 7:15 pm in the church. (Parents only, students do not need to attend)
 - **Date of Confirmation.**
The diocese normally notifies the parish in December or January with the Spring Date for Confirmation
 - **8th Grade Confirmation Retreat/Rehearsal**
This date will be announced once we receive the date of Confirmation from the diocese. (Student must be accompanied by a parent or their Confirmation sponsor.)

REGISTRATION AND CLASSROOM POLICIES

REGISTRATION AND FEES

1. All students must be registered as members of the parish in order to attend Faith Formation classes or participate in Faith Formation programs.
2. A record of baptism is required of all students registering in Faith Formation. ***Baptismal records are required as soon as possible*** in order to continue each student's sacramental records accurately. Copies of baptismal certificates, once submitted, are kept on file until the student completes eighth grade and receives the Sacrament of Confirmation. PLEASE help facilitate this important process by providing your child(ren)'s Certificate of Baptism when first registering for Faith Formation.
3. Books, lesson plans and some additional material are included in the registration fee. If you need help with this fee, please contact Mary French at mfrench@saintkilian.org
4. Books, supplies and/or furniture that is lost, stolen, defaced or damaged is the full responsibility of the student and his/her family.

CLASS ATTENDANCE

1. Students are expected to attend all classes. For those classes which unavoidably must be missed, classroom work will need to be caught up for the next session. **Absences are not permitted in the summer session.**
2. Late arrivals disrupt the class, the attention of the teacher and probably are awkward for your child. Every effort to be on time is appreciated.
3. **IMPORTANT NOTE ON GUESTS: Friends are not allowed as guests** in class. Our classroom space is limited, and we are responsible for the safety of all children on our property.

EARLY DISMISSALS for SCHOOL YEAR ON-SITE PROGRAM

- A note from the parent must be presented to a member of the Faith Formation Staff when a child is dropped off for class. The note should include the student name, grade, room number and time for pickup.
- A member of the Faith Formation staff will bring your child from the classroom and wait with him/her by the front entrance where students were dropped off for class. This allows both for accountability of your child's whereabouts as well as minimal disruption to the classroom and teacher.
- Requests for early dismissals are the responsibility of the parents. To keep our students safe, NO STUDENT will be released without a note that is signed by the parent authorizing their release.
- **Early dismissals only apply to the school year program ONLY.**

DISMISSALS: WEEKLY PROCEDURES

CCD DROP OFF AND PICK UP

SUNDAY

Drop Off

Students should arrive ***no sooner than 10 minutes*** before the scheduled class time. Students enter through the main doors in the center of the school building. For the safety of your child, students will not be allowed to enter the classroom until the catechist is present.

Pick Up

Please park your cars and enter the cafeteria. Children will be dismissed from the cafeteria. No child will be permitted to leave the building unless an adult accompanies them.

PLEASE NOTE: The times for Sunday CCD were set up to assist you to incorporate attendance at Sunday Mass as part of your day. Religious Education classes are not a substitute for Mass. Your children depend upon you to guide them by word and example in their faith formation. This practice will also help to ease the congestion of vehicles leaving the facility as others are trying to enter.

MONDAY and TUESDAY

Drop Off

Students should arrive ***no sooner than 10 minutes*** before the scheduled class time. Students enter through the main doors in the center of the school building. For the safety of your child, students will not be allowed to enter the classroom until the catechist is present.

Pick Up

Students are dismissed from the Cafeteria entrance. **Our preferred manner for picking up your child is to park in the lot and meet them at Cafeteria entrance.** If you choose to use the driveway and turn around, **STAY IN YOUR CAR.** We will bring your child to your car. So that we can maximize the number of students being picked up, **do not stop at the Cafeteria entrance,** but continue moving as directed so we might load as many cars as possible and expedite dismissal.

***NOTE:** Due to activities at the Parish Center, parking may not always be available in the main lot but our lower lots are available.

CANCELLATIONS /SNOW DAYS

Information on class cancellations or delays due to inclement weather can be found using the automated phone system for Saint Kilian:

1. Dial the Saint Kilian main number at 724-625-1665
 - a. Select “5” for Faith Formation/CCD
 - b. Select “1” for cancellation or delays



Every effort will also be made to have these announced thru KDKA, WTAE and WPXI as well as listed on the parish website at www.saintkilian.org (under “Ministries,” then “Faith Formation”). We will also attempt, time permitting, to email all families affected by the cancellation.

DISCIPLINARY POLICIES and REGULATIONS

Disciplinary Policy

Every child has the right to take part in class without disruption. This policy has been designed to help all grow toward the love and knowledge of God, with mutual respect and dignity. **A zero-tolerance policy for disruptive behavior will be enforced resulting in removal of the student from this program and placement in the Family Centered Program for the remainder of the year. Please advise your child of this policy.**

WEAPONS AND ILLEGAL SUBSTANCES

Diocesan policy stipulates that any student found with a weapon or in possession of an illegal substance will be dealt with as follows:

“The weapon will be confiscated, the parent and pastor will be immediately contacted, the police will be notified, and the child will be suspended from the program. If an investigation results in expulsion from the Faith Formation program, the parish will work with the parents to find another means of religious education.”

SAINT KILIAN RELIGIOUS EDUCATION STUDENT DRESS CODE

Parents: Please note that these requirements are not optional or negotiable. Please read carefully so that students follow the code at all times. This code will be STRICTLY enforced for SUMMER CCD students.

1. The length of skirts, skorts, and shorts must extend below the student's fingertips when the student's arms are extended at his/her sides. This is known as the '**fingertip**' rule.
2. Students wearing spandex or other clingy leggings must have a skirt or shirt over the top that complies with the *fingertip rule*.
3. No spaghetti straps, backless shirts, tank tops or muscle shirts.
4. No gap should exist between the bottom of the shirt and the top of the pants when the student is sitting or standing.
5. Clothing cannot have crude or vulgar slogans or images. Promotion of alcohol, tobacco, drugs, hate speech, violence, or weapons is also not allowed.
6. Exposed undergarments are not allowed. Examples include bra straps not covered by tops, underwear beneath baggy pants, sheer clothing, or even undergarments showing through rips and holes in clothing. For this reason, holes and rips in shirts or pants located above the 'fingertip rule' length is not allowed.
7. Tops that display cleavage are not allowed.
8. Slippers or pajamas are not allowed.

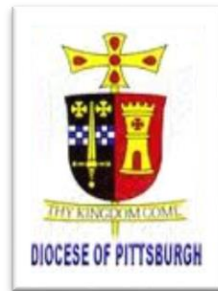
Students who arrive on-site in a state of non-compliance with the dress code will not be permitted to attend or remain in class. Parents will be contacted to either pick up the child or bring a change of clothes. Summer CCD students have a mandatory attendance rule for the week of class so careful thought should be given to how the student dresses so that attendance is not compromised.

MANDATORY REPORTER: CHILD ABUSE

Your child is our top priority. We follow all Diocesan Guidelines for the safety and well-being of each child entrusted to our care.

We are mandatory reporters for any suspected instance of child abuse or neglect. A full report on what this entails and what is covered is available in PDF format at

<http://www.diopitt.org/sites/default/files/ChildProtectiveServicesLawParentsGuide.pdf>



May God bless you and your families as we begin this Faith Formation year.