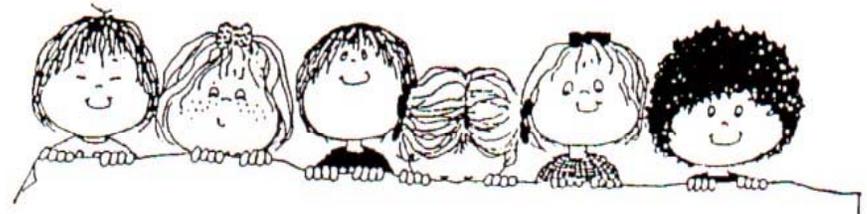


ATTENDANCE

Attendance will be taken within the first fifteen minutes of class. We request you call 330-468-2194 ext. 34 should your child/children not be able to attend the religious education class that week. We are responsible for every student registered in the Religious Education Program. Any student who has **not** been excused will receive a phone call that day or the next at the latest inquiring about their absence from the classroom that week. This is a safety policy and we thank you for your assistance in this matter. If your home phone number or cell number[s] are changed during the year, or should you change the person[s] to be contacted in an emergency, please notify the office immediately, so we will have accurate information to contact the parents or emergency contact, if need be. Should your child be absent, it is the responsibility of the parent to contact the catechist to determine what work has been missed and must be completed **prior** to the next class. It is not the responsibility of the catechist to contact the parent or student. All Students in a Sacramental reparation class will be requested to have only two **missed classes**. These children/teens have a great deal of work to cover and a short period of time in which to do so. Thank you for your cooperation in this matter.

Let's have a good school year and share the faith!

Our Lady of Guadalupe Religious Education Family Handbook



belong to someone else! We request the students come to class prepared. They should bring their books and Bibles [if need be], however, if they should forget, ask the catechist, they will have extras. Some catechists may require other supplies and have their own classroom rules. Please respect these rules, also. Respecting the property in the church building is important. Keep your hands and feet, pencils and pens **off** the walls, chairs, and the tables. Follow directions the first time they are given. Please walk in the halls and the rooms. Keep hands, feet and other objects to yourself. Teasing and name-calling will not be tolerated. *Should the catechist feel the student is out of control a phone call will be made and the parent will be requested to come into the office to pick-up their child **immediately**. If a child becomes physical with another child, the parents, catechists and Connie Blust will meet to determine any further actions.

HEELIE POLICY

Heelies will not be tolerated. They are dangerous to the students. Please pop the wheels and replace them with plugs. Any student who has been warned once about wearing them will be sent to the office to call a parent to bring up the plugs.

CELL PHONE POLICY

Cell phones are not allowed in class. Children/teens can do without their technology for one hour, during the week. Should a student use a cell phone during the class time, either talking or texting, the phone will be taken away and a parent may collect it from the office/Connie Blust.

The Religious Education program meets Sunday morning 10:45-11:45 a.m., Monday and Tuesday evenings between 6:15 and 7:15 p.m. Those in sixth through eighth grade meet Monday's 7:45 to 8:45 p.m. All classes are held at Our Lady of Guadalupe's Church building, during the school year. Students in Pre-k through High school Confirmation meet during these times. You will receive a calendar with the schedule of dates and special meeting times, for parents of children in the sacramental programs. Please keep it displayed in a safe place. An up-dated calendar will be sent to you **only should** any dates or times change.

The Religious Education Program recognizes parents, as our children's primary teachers of our faith. We are only a supplement to that domestic-church. This program is **not** designed to **replace** the weekly liturgy. Our children **need** to attend church, pray and experience the sacraments with their families. The times for the P.S.R. program allow for the children to attend religious education **and** mass.

THE PROGRAM AND RESOURCES

We have adopted the Legacy of Faith/Faith First Resource for our students and catechists, as it is Designed for PSR programs and not for Day school Programs. The preschool children will use the Children of God Resource. It begins with children's lives and helps them discover God present in their homes, families, friends and other people in the world. Each session has three main parts: **Gathering**, provides activities to help them focus on the theme for the day. **Story time**, strengthens the children's understanding of the cornerstone and **Prayer time**, which allows

the children to respond to God's gifts. Faith First Kindergarten lessons lay the foundation for stories [**Scripture**], beliefs [**Doctrine**], and celebrations [**Liturgical Year**] of our Catholic Faith. The children will enjoy and identify with the 'Faith First Kids', whose stories are woven throughout the Kindergarten Book. This book is age-appropriate and introduces the Bible, basic Catholic beliefs and liturgy. Grades one through eight will use the **Legacy of Faith** for each grade level. The Legacy of Faith program eliminates learning gaps by introducing the four pillars of the Catholic Catechism—**Creed, Sacraments, Morality and Prayer**—every year, in every grade level. This developmental method, unlike the thematic approach, reinforces learning and builds an age appropriate faith formation as children mature each year. Scripture lessons develop a better understanding of the Bible and provide grades one through six with two complete years of scripture study!

Grades seven and eight are two complete books for each grade level, **Church and Sacraments, Mystery of God, Morality, and Jesus in the New Testament**. These cover two of the pillars of the Catechism, each. They highlight basic Catholic Beliefs and a life of prayer as found in the Catechism of the Catholic Church. It includes core Scripture lessons in every session to deepen their understanding of the Bible. The lectionary correlations are, as mentioned before, located on the free www.faithfirst.com web site. The teachers will be able to use them with the chapters in the books. The Lectionary readings are weekly and the catechists may use the students' workbooks to correlate with the weekly liturgy readings every week during the religious education program. These Liturgy pages are up-dated

WEATHER/EMERGENCY CLOSING

In the event of extreme weather conditions or any other emergency, which would necessitate canceling a class, families will be notified in the form of a phone call or phone message from **your** child's catechist. We are also able to notify you by television local Channel 3,23 19 49 and 25 as well as by local radio Stations: 1100 am, and 640 am or 106.5FM, 105.7FM, 99.5FM, 96.5 FM, 100.7 FM, 98.1 FM ,103.3 FM, 90.3.FM and 104.9 FM. Please **do not call the office**, as they will not be able to answer this question. The closing of the schools for extreme weather conditions, will **not** necessarily mean PSR will be cancelled, as we all know many times the streets have been cleaned and treated by evening allowing for safe travel.

PARENT RESPONSIBILITIES

Please make an effort to meet your child[ren]'s catechist. Children are not to be dropped off at Our Lady of Guadalupe prior to 6:00 pm. We will use the courtyard doors, opposite the Castilian Rose Room for entering and leaving the building. ***For the safety of all our children we request they be brought into the building and picked up inside of the building by a parent** *Please observe "No Parking Fire Lane"* in front of the doors and reduce your speed in the parking lot, as children will be out there. **These are there for the safety of the children.** **Emergency vehicles must have access to the building should the need arise.** Once inside the building the student should report directly to their assigned classroom. We expect the students to respect the property of others. Those things, which

registration form or you may pay the registration fee by June 30th, in order to obtain the pre-registration discount. You **must** return the registration forms to the office, via the USPP or placing the envelope in the offertory collection. No student will be excluded from participating in the Religious education program because of an inability to pay the fee, however, we request you make arrangements with our Pastor, Father David Trask. Please call and speak to him or make an appointment to meet with him, **prior** to the start of the program.

EMERGENCY INFORMATION

Each family is required to complete an Emergency Medical Authorization form for each child enrolled in the religious education program. The form allows you to grant consent or refuse consent in the event your child should require emergency treatment and we are unable to contact you. We also need to be apprised of any allergies, health or learning disabilities, to allow us to make these classes as comfortable as possible for your child. Thank you! **NOTE: Please do not send medication to the program with your child.**

EARLY DISMISSAL REQUESTS

Should it ever be necessary for a parent to request a child's early dismissal from a Religious Education class, a written request must be sent to your child's catechist. The parent **must** come into the building for the student, regardless of their age. **We will not release a child into the parking lot.**

during the holidays and the Summer months for the use of the students and parents.

Grades nine through twelve will be using the book Path Through Catholicism, by Mark Link, S, J. This unique text provides three major sections: **Word**—an introduction to Scripture, Trinity and the Church; **Worship**—explains the liturgy and the sacraments; and **Witness**—explores Christian morality, judgment, the saints and everlasting life. Chapters feature prayer and Scripture journals.

We encourage the students and parents to visit the web site to experience games, activities, saints, stories for all ages, time traveler, Vista Falls Junior High, weekly interactive story and current events. You can communicate with a priest or with other catechists. Movie reviews by students. **Be sure to try it! Do not have a home computer?** Most libraries do, so go have some fun!

+++

SACRAMENTAL PREPARATION

+++

First Reconciliation and First Eucharist are celebrated in the second grade. The catechists will reinforce learning the prayers during classes. Parents, we request you use the prayers at home daily, to make prayer a habit in your children's lives. There is also a family page in each chapter and we hope you and your children will make use of it. The children and catechists will be using the Reconciliation and Eucharist books created by Faith First prior to the reception of each Sacrament. We will have

mandatory parent meetings, as indicated on the calendar to explain more about the program itself. We will discuss the portion of the program for which the parents will be responsible. **The Journey to Peace Workshop** held in January is a new addition to the second grade curriculum and as a part of children's First Reconciliation day. The **Jesus Day Retreat** is also a part of the curriculum for those preparing to receive the Sacrament of First Eucharist

Parents of students who are members of Our Lady of Guadalupe, but attend Catholic schools or attend PSR programs in other parishes are required to attend the sacramental preparation programs in their home parish. This allows for the students to become better acquainted with the catechists and their peers with whom they will receive their sacraments and with whom they worship every week. This practice has been in place in our Confirmation Preparation program for several years. Our children will attend many schools in their lifetime, but hopefully they will have **only one home parish**. While preparation for sacraments with our parish family is important creating the community among our children is equally important. **It requires one hour per week for several weeks in the fall and the spring for the students to spend time learning about their faith, prayer and ideas together.**

Parents of students who are beyond the second grade and have not as yet received either one or both of these sacraments, must contact Connie Blust [330-468-2196 x 34] to make arrangements for the students to be properly prepared to receive them.

The children have a great deal of preparation to receive **two** Sacraments and therefore the Lectionary will **not** be emphasized quite as heavily. I encourage parents to visit the web site to obtain Lectionary information to use at home with the children before they attend the liturgy on the weekend. God bless you and your family on this wonderful journey!

Confirmation is part of our Religious Education Program. The students of Our Lady of Guadalupe meet together to share their second year of High School faith formation, as well as prepare to receive the Sacrament of Confirmation. They meet on Sunday mornings with their catechist and also experience many of the ministries we have here at Our Lady of Guadalupe. **Parents are required to attend the first class** to learn more about this important year in their teen's life.

Sacramental years are very important and so to that end it has been determined **all** students **must** attend one full year in the classroom, **prior** to attending a Sacramental class, [First Penance/Eucharist or Confirmation] to create a basis to build upon. This is accomplished through the PSR classes either here at OLG, attending a program at another parish or attending a Catholic School.

PARISH SCHOOL OF RELIGION PROGRAM FEES

The fee for the religious education program is found on the pre-registration form received via USPP, on the OLG web site or from the main office. The fee may be returned with the

OPEN INITIATIVE

We believe in fostering a culture at Our Lady of Guadalupe which promotes openness and honesty. As such, the PSR program encourages both parents and catechists to be open about input regarding our PSR programs. This initiative allows for both positive and constructive input about our PSR programs. Input is to be offered first to Connie Blust. We hope that all information received will enrich the existing PSR programs.

If parents or catechists feel as though their input is not being addressed to their satisfaction, then the PSR Advisory Committee will be available for consultation. The Advisory Committee will work in an advisory capacity with Connie Blust to pursue those issues that individuals may feel have been inadequately addressed through the normal channel of protocol.

As necessary, Fr. Trask will be consulted when Connie Blust and/or the Advisory Committee believe it to be appropriate.

The members of the PSR Advisory Committee for 2007-2008 include: Mary Gockowski, Diane Cannell, Sue Elnikar and Marie Allen.

QUIET, SOMEONE IS PRAYING

Eucharistic Adoration is celebrated while classes are in session, in The Holy Family Room, which is why we ask parents to bring their children into and exit the building through the **courtyard doors** and **not the main doors**. Please remind your children to keep their voices quiet in the hallway, so as not to disturb those who are spending time with Jesus. Feel free to attend adoration, even if it is not your Scheduled hour. He will be happy to see you! **The children of Our Lady of Guadalupe's Religious Education program attend adoration, during the school year, as a part of the curriculum.**

Our Lady of Guadalupe Parish follows the guidelines of the Cleveland Catholic Diocese regarding sexual harassment, child abuse, property searches, chemical abuse, weapons, student threats, gang members and AIDS. These policies are on file and may be read upon request in the parish office. Please contact Connie Blust should you have any questions on the behavior policies.

We also follow the suggestions of the Virtus program from the Diocese of Cleveland. Rooms, which are not in use during PSR, are locked. Other adults who are not catechists are asked **not** to remain in the building hallways, as they are not Virtus trained. All catechists are Virtus trained and aware of the importance of keeping our children safe at all times. All questions may be directed to Connie Blust, concerning the Virtus program from the Diocese of Cleveland.