

OUR LADY OF LOURDES
Parish School of Religion

PARENT & STUDENT HANDBOOK



RECTORY

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OFFICE OF RELIGIOUS EDUCATION

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Mission Statement & Goals

Mission Statement

Our mission is to work with all children and their parents/guardians, with the help of the Holy Spirit and through the intercessions of Our Lady of Lourdes, to develop a life long relationship with God. That they will know, love and serve God and their Neighbors. To love one another as Jesus loves us and to reach out to all people especially those who are in need.

Goals

To foster an environment in which each child can build a unique relationship with God through education and spirituality.

To present the Catholic Faith in a manner children will understand at all age levels.

To assist parents/guardians, who are the primary educators, with the knowledge, understanding and practice of the Catholic faith.

To recognize the value of the 7 Sacraments and develop an on going relationship with God throughout their life.

To give children faith tools to fall back on in hard times throughout their life.

To increase their knowledge and trust in a loving, living, and merciful God.

To foster an understanding and a need for the Mass and the Eucharist in their lives which makes us one with Jesus.

Registration

Only Children of registered parishioners at Our Lady of Lourdes will be accepted into Our Lady of Lourdes Parish School of Religion (PSR). Exceptions can be made at the Pastor's discretion.

Children will be assigned to the same grade they are attending in public school. Children who have not attended a Roman Catholic Religious Education Program either at Our Lady of Lourdes or another parish will be accessed for proper placement. Enrollment in special Catechism classes may be required before placement in the age appropriate grade. Final decision will be made by the Pastor in conjunction with the Parish Catechetical Leader

Submission of Re-registration plus tuition, and New Registration plus tuition, for those families currently in our Program, for the coming school year begins in June and closes September 15th **this includes incoming 1st grade students**. A \$35 late fee incurs if Re-registration or New Registration for existing families is not received by June 30th. After July 15th the late fee increases to \$50. Re-registration and all New Registration close on September 15th. Fee increases to \$200 per child after September 6th. Please contact us immediately if there is a financial difficulty. Do not wait until registrations close or late fees accumulate, we will work with you.

New registration deadline for all 1st grade students and New Parishioners, all grades, to Our Lady of Lourdes Parish School of Religion (PSR) is September 6th. You can access the New Registration form on line. Please have a copy of your child's Baptismal Certificate with your registration if baptized at another parish other than Our Lady of Lourdes.

New Parishioners need to submit records from former Religious Education Program (i.e. Baptismal Certificate, First Penance Certificate, First Holy Communion Certificate, report card and/or letter from former Parish Religious Education showing grade of completion) upon registration in Our Lady of Lourdes Parish School of Religion to place the student in the appropriate grade.

All Registration forms are available on-line for your convenience.

Attendance

It is important that students be present for each class unless the child is sick or other serious reason prevents attendance. A child who has been absent is required to present, upon his/her return, a note of explanation signed by the parent/guardian.

If a student anticipates missing class due to illness, injury or other important reason, the Catechist (teacher) and office should be notified by phone call, letter or in person prior to the beginning of the class being missed. *Please try to avoid scheduling doctor/dentist appointments during class time.

**To Report Absence
732 325-7005 or by email
ryoung@lolchurchnj.org**

It is your responsibility to follow up with your child's Catechist (teacher) to makeup any work/lessons missed.

Students who are frequently absent or who miss 3(three) classes may not be eligible for the next grade. Parents/guardians will be notified when their child is in this danger.

For those students in Sacramental Preparation programs (grades 7 & 8) more than 1 missed lesson in any one course will result in the possible delay in receiving the Sacrament. If your child has an illness which puts him/her in danger of missing more than allotted absents it is your responsibility to contact the Parish Catechetical Leader. At that time a determination will be made if your child will be eligible to receive the sacrament on time.

Religious Education (PSR) class time is very precious. Attendance at Sunday Liturgy, attendance in class, discipline, participation in class, as well as homework, is important to your child's understanding of their Catholic Faith. We ask for your help in instilling the importance of regular attendance.

PLEASE NOTE

Sacramental preparation classes for First Holy Communion (1st & 2nd) and Confirmation (7th & 8th) are two-year programs. Therefore, children who miss one year of preparation will not be eligible to receive that sacrament until the two-year requirement is met.

Arrival & Dismissal Procedures

Religious Education classes are held at four different times:

1st thru 3rd grades Tuesday from 3:30 to 4:50

7th & 8th grades Tuesday from 6:40 to 8:05

Self-Contained/Special Needs Tuesday from 7:00 to 7:45 every other week

4th thru 6th grades Wednesday from 3:30 to 4:50

(NOTE: there may be times when classes can run 5 to 10 minutes late)

All students are to be dropped off and picked up on Booream Avenue.

Cars will **NOT** be permitted to enter the school lot for drop off or pick up.

Students are expected to report to the cafeteria through the playground entrance on the Booream Avenue side of the school building before classes start. For the safety of the children all other entrances are locked. **NO STUDENTS ARE ALLOWED IN THE CLASSROOMS OR UPSTAIRS HALLWAY BEFORE CLASSES START.**

Students may bring a snack to be consumed in the cafeteria only. **NO FOOD OR DRINKS ARE TO BE BROUGHT BY STUDENTS INTO AND/OR CONSUMED IN THE CLASSROOMS.**

All students will assemble in the school cafeteria for Gathering Prayer and led to their classroom by their Catechist (teacher) or Aide. **AGAIN, NO STUDENTS ARE ALLOWED IN THE CLASSROOMS OR UPSTAIR HALLWAYS BEFORE CLASSES START.**

Students are expected to be on time for their classes. Habitual tardiness cannot be tolerated as it is disruptive to the entire class. You will be notified if your child exhibits habitual tardiness. Please inform us if your child will be late as all doors will be locked once we leave the cafeteria.

Early dismissal must be arranged in advance via written notice and signed by a Parent/guardian. Students will only be dismissed to a Parent/Guardian unless written permission is given by you allowing another person (assigned caregiver) to pick up your child early. Students will not be allowed to leave the building without being signed out thru the office by both the Parent/guardian/caregiver and authorized person.

Should your child become ill or injured, they are to report to the office. At that time you will be notified by one of the staff to make arrangements for you or an authorized person to pick up your child. **STUDENTS ARE NOT ALLOWED TO USE CELL PHONES DURING CLASS TIME TO CALL ANYONE. DOING SO WILL RESULT IN DISCIPLINARY ACTION.**

School Closings & Emergencies

For school closings, please listen to WCTC (1450AM) or click on the WCTC link found on the church website: www.ololchurchnj.org. We ask you to provide a telephone number where you can be reached for emergency closings due to non-weather related instances. Rule of thumb if the public school does not have class and/or cancels all after school activities we will not hold class.

Milltown Schools

Parkview & Joyce Kilmer Schools
School office will be notified for the
Tuesday & Wednesday afternoon classes

East Brunswick Schools
North Brunswick Schools

Emergency contact list will be
set up for parent notification for
Tuesday & Wednesday afternoon classes

All Tuesday night classes

If needed Emergency contact list will be
set up for parent notification

Should your address and/or telephone number change during the school year, please notify the office in writing. It is important that we have current information to notify you in case of emergencies (i.e. illness, injuries, etc.).

Schedule of Classes can be obtained on the Parish website. Go to www.ololchurchnj.org and click on the Calendar button. Important information regarding PSR, can also be obtained by clicking on the CCD button as well. We urge you to use the Parish website for other important information.

***Please note there may be changes to the calendar periodically. When in doubt check it out.**

Textbook & Curriculum

Our Lady of Lourdes Religious Education Program (PSR) uses Pflaum's "Gospel Weeklies, and RCL Benziger's Family Life Program for grades 1 through 6. Children in Grade 2 will receive additional booklets to prepare them for 1st Reconciliation and 1st Eucharist. Grades 7 and 8 use Our Sunday Visitor's "Faith Fusion", Sadlier's "Confirmed in the Spirit", Pflaum's "Gospel weeklies" and RCL Benziger's "Family Life". We will send a letter authorizing your child to be included in The Family Life program which needs to be signed and returned each year. A Parent Guide, for your use, will go home before we begin The Family Life Program. In grades 5 & 6 Human Reproduction booklets will go home in a sealed envelope to be taught in the home.

Each student will receive material to keep as part of their registration fee. 7th grade students will receive a total of 3 new books every 8 weeks. The Faith Fusion book will be collected at the end of the session in 7th grade. This book will be returned in 8th grade to complete the course in addition to receiving 2 new books every 8 weeks. Gospel Weeklies for grades 1 thru 6 will be handed out each day of class. Family Life booklets will go home and need to be brought to class weekly. Grades 7 and 8 will need to bring the correct material which corresponds with the session weekly. Students are responsible for lost books/booklets and must be replaced by purchasing a new one. Students who continually forget their material will be marked as being unprepared for class and after a time will be asked to purchase a new book/booklet.

Homework & Report of Progress

Homework is a meaningful activity which supplements and reinforces work covered in the classroom. **Homework includes Sunday Mass attendance,** daily prayer, living the Beatitudes, obeying the 10 Commandments, going to Confession and Holy Communion once each year during the Easter season and following Catholic Social Teachings.

Progress Reports will be distributed at the end of each session. Final Progress Report will be sent with the Re-registration Emergency Contact Form and Tuition Statement. Parents/Guardians are asked to discuss the report with their child and to follow up if necessary with his/her Catechist (teacher).

We ask that a serious effort be made by each student and parent/guardian to develop and expand their knowledge, individual faith and relationship with God our Father, Jesus his Son and the Holy Spirit, as well as the Catholic Faith, this includes attendance at Saturday/Sunday Liturgy (Mass).

We try to maintain classroom size to 15. Please do not ask for your child to be placed in a class with a friend as we find this very disruptive to the class. Religious Education (PSR) class is not a time for socialization. There is plenty of time for socialization outside of class.

Every effort should be made by parents/guardians and students to learn certain prayers at various stages of development. These prayers are to be memorized and at any given time, students can be asked to recite them from memory.

The following is the list of prayers which need to be memorized and when they need to know them (it is assumed that you are already praying with your child and he/she already knows the “Prayer to a Guardian Angel”):

1 st grade	The Sign of the Cross The Our Father Hail Mary Glory Be Grace Before Meals
2 nd grade	All the above from 1 st grade including Guardian Angel prayer The Act of Contrition
3 rd grade	All the above from 1 st and 2 nd grades Morning Offering Apostles’ Creed
4 th grade	All the above from 1 st , 2 nd and 3 rd grades Hail Holy Queen Prayer to the Holy Spirit Joyful Mysteries
5 th grade	All the above from 1 st , 2 nd , 3 rd and 4 th grades Sorrowful Mysteries Glorious Mysteries Luminous Mysteries
6 th grade	All the above from 1 st , 2 nd , 3 rd , 4 th and 5 th grades The Memorare All Prayers of the Mass
7 th & 8 th	Students should be proficient at all above prayers

Students should also know by the end of 8th Grade the following: The Trinity, The Holy Family, The Seven Sacraments, Great Commandment, Ten Commandments, Holy Days, Liturgical Calendar and Colors of each, Beatitudes, Moral Virtues, Theological Virtues, Corporal Works of Mercy, Spiritual Works of Mercy, Gifts of the Holy Spirit, Fruits of the Holy Spirit and the Precepts of the Catholic Church.

General Rules

In order for any program concerning children to be effective, parental/guardian involvement is vital. You as a concerned Catholic parent/guardian have already shown an interest in your child's religious education by enrolling them into this program. However, when it comes to Sunday Mass attendance, unfortunately sometimes we send them mixed messages. We somehow think it's not an important part of religious education. Sunday Mass attendance helps your child to experience a vital part of being Catholic. By gathering as a community (a type of celebration), by hearing God's word (conversation) and through the opportunity to share in the Sacrament of Holy Communion-The Eucharist (a meal) you show they belong to a bigger family. You say, by your actions, "I want to belong"; "I want to share my Catholic belief with you". Please don't deny them, the opportunity to start and continue their faith journey by not attending Sunday Mass on a consistent basis.

Family involvement is also important. We ask all members of the family to get involved by showing an active interest in Parish activities/fundraisers. We need the support of all Parishioners in all areas of the Parish.

Parents/Guardians are welcome to visit the classroom. All persons other than Catechists (teachers), students and staff will need to sign in at the office before entering the classroom.

Students are expected to come to class prepared with writing instruments, notebooks, paper and textbook when appropriate for every class. Failure to come prepared will result in a mark as being "Unprepared".

Snacks and drinks are allowed to be consumed in the cafeteria before class begins. Failure to cleanup before going to the classroom will result in this privilege being suspended. Students who walk from Joyce-Kilmer need to deposit trash in appropriate receptacles when entering the school building and not *en route* to Our Lady of Lourdes School.

NO EATING, NO DRINKING, NO GUM CHEWING IN CLASSROOMS.

Discipline & Unacceptable Behavior

Our Lady of Lourdes Parish School of Religion (PSR) strives to promote acceptable Church, classroom and community conduct. We expect all students to contribute to an atmosphere of Christian concern for everyone. Deliberate unacceptable behavior will lead to action in the following order:

1. Teacher reprimand.
2. Child will be sent to Office, Parent/Guardian called to pick-up child. Parent/guardian will be advised of behavior. Child will not be admitted to class without Parent/Guardian conference with the Parish Catechetical Leader (PCL).
3. Second ejection from classroom will result in either:
 - a. Student will leave the Parish School of Religion (PSR)
 - b. Student will continue attending Parish School of Religion (PSR) with a Parent/Guardian present at each session.

It is the duty of parents/guardians as well as our PSR Catechists and Staff to help all children acquire self-control. Cooperation from parents/guardians is vital in guiding your child to develop good character traits. **Below is a list of Unacceptable Behavior:**

- Disrespect towards the holiness and quiet in Church which includes unnecessary talking, laughing inappropriately, lack of sincerity.
- Disrespect towards the holiness of prayer during Gathering Prayer which includes unnecessary talking, laughing and lack of sincerity.
- Disrespect or open hostility towards Catechist (teacher), Staff, other Volunteers and Peers at any time. (i.e. disobeying, unnecessary talking out, disruptive behavior, acts of hostility toward others, hitting, pushing, pinching, throwing items, teasing, name-calling and bullying.)
- Rude or vulgar language before, during and after class on Church or School property.
- Leaving classroom or Church without permission, or being in a place other than assigned.
- Cell phone use during class or prayer - **Note: Cell phone use during class or prayer time will result in phone confiscation and will only be returned to a Parent/Guardian.** If you have an urgent message please call the office.
- Use of OLOL School property – **Nothing should be used or touched in the classroom that belongs to OLOL School without permission!**
- Destruction or stealing of OLOL School and/or Parish property will cause ejection from our program.

Students and their Parents/Guardians will be held financially responsible for malicious damage and/or graffiti.

Student & Parent/Guardian Contract

I have reviewed and discussed OLOL's Parent and Student Handbook with my child/children found at:

http://www.ololchurchnj.org/church_ccd.htm

(print student name)

(print student name)

(print student name)

(print student name)

I am fully aware of Our Lady of Lourdes Parish School of Religion (PSR); Attendance Policy, Arrival and Dismissal Procedures, Knowledge of Prayers, General Rules and Discipline and Unacceptable Behavior.

Student Signature

Student Signature

Student Signature

Student Signature

Parent/Guardian Signature

Date