

Our Lady of Good Hope
Religious Education Program



2017 – 2018

PARENT HANDBOOK

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Quick Reference Highlights 2017:

Class Time	6:15 – 7:45 pm on Tuesday for Grades 1-8 and RCIA During 10:30 Mass two Sundays per month for PreK & K
Schedules	See page 8 for Grades 1-8 See page 10 for PreK and Kindergarten
Doors Open	6:00 on Tuesdays, if child arrives earlier, they will wait in hallway
Drop Off	in back parking lot by double glass doors
Pick Up	Please pick up your child at the door to their class for Grades K-4 and Sunday preK and Kindergarten
Curriculum	See page 6
Text Service	See page 10
Inclement Weather	check your email or INC TV or WANE TV
Questions	See Table of Contents
Further Questions	Contact Kelly Ley, Director of Religious Education & Safe Environment Coordinator 485-9615 ext. 107 or olgh.dre@gmail.com

Parish Religious Education Mission Statement

The Religious Education Program at Our Lady of Good Hope at the elementary level seeks to impart a love of Jesus Christ through catechetical instruction for children to foster a personal relationship with Jesus through the Sacraments, prayer, and service. It is the goal of the Director of Religious Education and the catechists to help you, as parents and primary educators, to raise your children in the Catholic Faith and be active members in God's family.

Program Goals

1. To support parents as their child's primary spiritual teacher.
2. To encourage each child to appreciate, explore, practice and grow in his/her Catholic Faith in a fun, nurturing, non-threatening, and creative environment.
3. To teach God's Word and how to share and apply it in our everyday lives.
4. To foster a love for Jesus in each child and an understanding of His life, His teachings, His example and His sacrifice so that each child can have a personal relationship with God.
5. To help each child develop an understanding and reverence for the traditions and symbols of our Catholic Faith.
6. To teach, model and practice a life of continual prayer with a special importance on communal prayer with our Eucharistic Lord.
7. To promote Church as community and "family of God" where people come together to know Him better and help one another.
8. To foster an attitude of service to others with Jesus always as our motivation.
9. To impart a love of living a Sacramental life within the Catholic Church.

Parental Responsibilities and Involvement

Our Lady of Good Hope's Religious Education calls parents to continue their role as promised in their child's Baptismal vows; **to be primary teachers of the Catholic Faith to their children.** It is important for parents to be well informed themselves on the essential truths of the Catholic Church and to live good habits of daily prayer, works of charity, and faithfulness to the sacramental life of the Church. Reading the bulletin, the parish website (www.olghfw.com), along with emails from the DRE will keep you informed of what is going on in your parish.

Each family is an important and integral part of this parish, therefore it is expected that our families participate in the life of the parish:

1. Most importantly by coming together to worship Our Eucharistic King every week at Sunday Mass or Saturday Vigil. Attending weekly Sunday liturgy is a serious obligation and commandment of God.
2. It is the expectation that children, especially children of the age of reason (7), will attend Holy Mass every Sunday. To deny children attendance of Mass is to deny them the fullness of the Church.
3. The classroom is a portion of Faith Formation and CANNOT take the place of formation within the home.

Parents are encouraged to additionally have a time set aside every day for family prayer, whether that be short spontaneous prayer with each family member, a memorized prayer that the children may be working on, the Holy Rosary, or any myriad of other Catholic devotions. If you are not already having time for family prayer every day, start small. **Start with 5 minutes each evening**, maybe with a decade of the Rosary or the Divine Mercy Chaplet. Additionally, families should be exercising some work of mercy whether that is here in the parish, or out in the community.

The Works of Mercy



CORPORAL WORKS

- + FEED THE HUNGRY
- + GIVE DRINK TO THE THIRSTY
- + CLOTHE THE NAKED
- + VISIT THE IMPRISONED
- + SHELTER THE HOMELESS
- + VISIT THE SICK
- + BURY THE DEAD

SPIRITUAL WORKS

- + INSTRUCT THE IGNORANT
- + COUNSEL THE DOUBTFUL
- + ADMONISH SINNERS
- + COMFORT THE SORROWFUL
- + BEAR WRONGS PATIENTLY
- + FORGIVE ALL INJURIES
- + PRAY FOR THE LIVING AND THE DEAD

Curriculum

Students in preschool will utilize the *Who Am I?* series published by Ignatius Press. Catechesis of the Good Shepherd will be utilized in Kindergarten and Grade 1. Students in Grades 2 – 6 will continue to utilize the *Faith & Life Series* published by Ignatius Press and 7th and 8th Grades will use the diocesan required *Alive in Christ* series. The main topics introduced at each grade level are as follows:

PRECHOOL: Preschool: Who Am I? A Catholic religion curriculum with the text/workbooks for each pre-school or kindergarten level that presents the faith in a lively manner with colorful textbooks. This text is founded on two unifying key truths: God and creation. It stresses the dignity of each child made in God's Own Image and Likeness presented in Faith terms and activities that children can understand.

KINDERGARTEN: Catechesis of the Good Shepherd – CGS is a Montessori approach to catechesis of young children. It was formed in the 1940s in Italy by Sofia Cavalletti and Gianna Gobbi and has been utilized worldwide. The Missionaries of Charity adopted it as their soul method of catechesis to the poor in India in 2012. Hands on lessons are taught in a quiet, and prayerful environment called the Atrium. Children do not “play” in the atrium but rather work and have prayerful contemplation on Scripture through hands’ on materials.

GRADE 1: Catechesis of the Good Shepherd – (see above description) Children will also utilize the 1st Grade Faith & Life series to prepare them to receive the Sacraments of Reconciliation and Holy Eucharist the following year in second grade.

GRADE 2: Jesus Our Life - Preparation for the first reception of the sacraments of Penance and Holy Communion, with the law of God and salvation history as background. The lesson emphasizes God's mercy and love. Covers Creation, the Covenant with Moses, the Ten Commandments, Redemption, Forgiveness of Sins, and the Mass. Prayers: Apostle's Creed and Act of Contrition

GRADE 3-4: Jesus Our Guide - God's plan to save his people from sin (Salvation History), how we participate in that plan, and the many ways God helps us in our pilgrimage on earth to Heaven through his word, his law, and his Church.

GRADE 5-6: Following Christ - The blueprint for a life of love: the law of God, especially in the Ten Commandments, and the presence of Jesus in the Holy Mass. The interaction of the challenges of God's law and his gifts of grace that help us fulfill his law.

GRADE 7: Encountering Jesus in the New Testament - Moral formation in Christ; Growing in the Life of Prayer. Students will pray with Scripture and learn different forms of prayer.

GRADE 8: Kingdom of God – Morality review, Confirmation preparation; Church History and lives of the Saints. Students will learn about communal and personal prayer.

Sacramental Preparation

Preparation for the reception of the sacraments of Reconciliation, Eucharist, and Confirmation should be a process of deepening the child’s relationship with God which began at Baptism. Preparation begins in first grade with students learning fundamental prayers and reverence in Church. Normal time for reception of Reconciliation and First Eucharist is usually celebrated in the second grade. The immediate preparation for Confirmation is also a two-year process which begins in seventh grade and continues into eighth grade. Parents are expected to take an active part in preparing their child for these Sacraments.

Second Grade Families

Tuesday, October 24	1 st Reconciliation Parent Meeting at 6:15 – 7:30 pm library
Saturday, February 17	First Reconciliation at 10:00 am in Church
Tuesday, March 13	First Communion Parent Meeting in Library 6:15 – 7:30 pm
Saturday, April 14	First Communion Retreat 9am – noon
Sunday, April 29	First Communion Parent Practice at 6:30 pm in Church
Sunday, May 6	First Communion Liturgy at 12:30 pm
Sunday, May 13	May Crowning after 10:30 Mass

Eighth Grade Families

Tuesday, September 12	Confirmation Parent Meeting at 6:15 – 7:30 pm in library
Sunday, March 25	Confirmation Practice in Church at OLGH at 6:30 pm
Saturday, April 21	Confirmation Liturgy at 10:00 am at the Cathedral

Children’s Catechumenate (RCIA for Children)

If your child has not been baptized or is behind in the normal time frame for the reception of Sacraments, please contact the DRE to begin preparation for reception of the Sacraments through the Children’s Catechumenate.

Religious Education Schedule for Grades 1- 8 & RCIA for Children

**All Tuesday evening classes will meet from 6:15 pm until 7:45 pm.

Tuesday, September 5	1 st Night of RE	Parent Meeting in Gym
Tuesday, September 12	RE #2	
Tuesday, September 12	Confirmation Parent Meeting at 6:15 – 7:30 pm in library	
Tuesday, September 19	RE #3	
Tuesday, September 26	RE #4	
Tuesday, October 3	RE #5	
Tuesday, October 10	RE #6	Opt out forms due
Tuesday, October 17	RE #7	Safe Environment
Tuesday, October 24	RE #8	
Tuesday, October 24	First Reconciliation Parent Meeting 6:15 – 7:45	
Tuesday, October 31	NO CLASS – All Saints’ Vigil (Holy Day of Obligation Nov. 1)	
Tuesday, November 7	RE #9	
Tuesday, November 14	RE #10	
Tuesday, November 21	NO CLASS – Thanksgiving Week	
Tuesday, November 28	RE #11	
Tuesday, December 5	RE #12 – Parish Penance Service	
Tuesday, December 12	RE #13	
Tuesday, December 19	RE #14	
Tuesday, December 26	NO CLASS	
Tuesday, January 2, 2018	NO CLASS	
Tuesday, January 9	RE #15	
Tuesday, January 16	RE #16	
Tuesday, January 16	Theology of the Body Parent Meeting in library at 6:15 pm	
Tuesday, January 23	RE #17	
Tuesday, January 30	RE #18	
Tuesday, February 6	RE #19	
Tuesday, February 13	RE #20	
Saturday, February 17	First Reconciliation at 10:00 am in Church	
Tuesday, February 20	RE #21	
Saturday, February 24	Confirmation Retreat at OLGH 10:00 am – 5:30 pm	

Tuesday, February 27	RE #22
Tuesday, March 6	RE #23
Tuesday, March 13	RE #24
Tuesday, March 13	First Communion Parent Meeting in library at 6:15 pm
Tuesday, March 20	RE #25 – Parish Penance Service
Sunday, March 25	Confirmation Practice in Church a 6:30 pm
Tuesday, March 27	RE #26 – Last night of RE for Grades 1-8
Saturday, April 14	First Communion Retreat from 9:00 am - noon
Saturday, April 21	Confirmation at 10:00 am at the Cathedral
Sunday, April 29	First Communion Parent Practice at 6:30 pm in Church
Sunday, May 6	First Communion Liturgy at 12:30 pm
Sunday, May 13	May Crowning after 10:30 Mass

Room Assignments

Grade 8	Room 201	Mrs. Nagel
Grade 7	Room 202	Mr. & Mrs. Stevens
Grade 5 & 6	Room 207	Mr. Jones & Mr. Wedler
Grade 3 & 4	Room 105	Miss Dunn & Miss Kohrman
Grade 2	Room 106	Mrs. Ley
Grade 1	Room 107/206	Mrs. Hillman & Mrs. Heimann

Attendance

Students are expected to attend **all sessions**. It is the responsibility of the parents or guardian to call or email the Religious Education office at 485-9615 ext. 107 if your child will not be in attendance. This should be done prior to the instructional time. It is the family's responsibility to plan with their child's catechist to make up any missed reading material or homework assignments.

Arrival & Dismissal

Please drop off your student at the back parking lot. They may either enter through the school door or the gym door. Remember that Adoration of the Blessed Sacrament occurs each Tuesday from 9:30 am – 9:30 pm, so please either avoid using the main Church entrance or else be extremely reverent and quiet. Pick up should occur at the classroom door for students in K-4 to avoid children walking out in the parking lot late at night.

Text Service

If you would like to receive text messages for reminders for Religious Education, please text **@religiot** to **(623) 552-5277**. While this is a free service offered by the parish through Class Pager, normal texting rates apply through your cellphone service provider.

Schedule for Preschool & Kindergarten

****All classes will meet in Classrooms 106 & 107 and Atrium for 1 hour during the 10:30 Mass**

Sunday, September 10	RE #1	
Sunday, September 24	RE #2	
Sunday, October 8	RE #3	Opt Out forms due
Sunday, October 22	RE #4	Safe Environment
Sunday, November 5	RE #5	
Sunday, November 19	RE #6	
Sunday, December 3	RE #7	
Sunday, December 17	RE #8	
Sunday, December 31	RE #9	
Sunday, January 14	RE #10	
Sunday, January 28	RE #11	
Sunday, February 11	RE #12	
Sunday, February 25	RE #13	

Sunday, March 11	RE #14
Sunday, March 25	RE #15
Sunday, April 8	RE #16
Sunday, April 22	RE #17

Weather Related Closings

If winter weather is bad enough that travel is dangerous, we will cancel class. These classes will not be made up at the end of the year. If classes are cancelled, you will receive an email at least two hours prior to the start of class. If you feel that travel might be dangerous for you because you live in an outlying area, please use your parental judgment. Information will also be disseminated to WANE TV and INC TV. However, we have no control from the time the information is sent from us until it is published on their website or television.

Emergency Procedures

Emergency Procedures for evacuating the premises in case of a fire and for taking cover in the event of a tornado will be reviewed on the first night of class. Fire escape doors are in the hall to the office by “the bench”; on the upper floor near classroom 203; at the back stairwell; and the main school doors downstairs.

Catechist Responsibilities

Each catechist is a fully initiated, active Catholic living an authentically Catholic lifestyle. All catechists continue formation by attending workshops and retreats. Catechists use the diocesan curriculum guidelines and parish textbooks to prepare lessons for a thorough presentation of religious material in each grade according to the students’ ability of comprehension. Catechists maintain a positive, yet challenging classroom environment. All catechists must adhere to the Personal Conduct and Policies Manual for Volunteer of the Diocese of Fort Wayne – South Bend, Inc. and know the importance of and responsibilities of the Safe Environment Program.

Safe Environment

All volunteers for the Religious Education Programs must be approved through the Diocesan Safe Environment screening process. During the year students will participate in the Safe Environment Program established by the Fort Wayne – South Bend Diocese. The lessons are taught by the Director of Religious Education or the Catechist. This material is available for preview on diocesan website at <http://www.diocesefwsb.org/Safe-Environment-Education> under Resources for Children and Youth. Parents wishing their children to NOT participate in this classroom program are to submit an Opt Out Form to the DRE by Tuesday, October 10 for the Tuesday classes, or Sunday, October 8 for the Sunday classes. The Opt Out form can be found on page 15.

Parent Communications

Most communications will be done via email with the DRE. If you chose to contact the catechist pertaining to a classroom question or issue, you may do that as well. The number for the Religious Education office is 485-9615 ext. 107. My email is olgh.dre@gmail.com. I strive for open communication with parents. If you wish to volunteer as a substitute, please contact me.

Young People with Special Needs

Each child is made in the image and likeness of God! Young people with special needs are accepted if their need can be reasonably accommodated. In the event the needs of the child cannot reasonably be met by Our Lady of Good Hope Religious Education Program, the DRE through consultation with the parent or guardian, will work to find an alternate plan for Faith Formation.

Diocesan Directives

All existing diocesan policies are in effect for all matters not contained within this handbook. These may be found on the diocesan website at <http://www.diocesefwsb.org/Office-of-Catechesis>. These mainly are policies dealing with off campus trips or meetings, etc.

Code of Conduct

By registering in the Religious Education Program at Our Lady of Good Hope, parents and students express their willingness to cooperate and comply with the program's code of conduct. Catechists will set and explain the classroom rules and behavioral expectations for each class. Although individual classroom rules are set by individual catechists, certain basic rules of behavior will apply to all students attending the Our Lady of Good Hope Parish Religious Education Program on the elementary school level. They are:

1. Students shall demonstrate proper respect to all persons and for the property of others.
2. Students shall work to the best of their ability, including completion of all work assigned by the catechists.
3. Students shall not engage in violent behavior or engage in sexual harassment or bullying.
4. Students shall not possess inappropriate objects: (including, but not limited to, weapons, illegal drugs, alcohol, and pornography.) Video games, i-Pods, cell phones, radios, etc. are not permitted during class.
5. Students shall not engage in conduct and/ or dress which is unbecoming as a Catholic. This applies at all Religious Education functions.
6. Students shall live out the values of respect, reverence, and responsibility.

Suspensions & Expulsions

The following types of student conduct constitute grounds for suspension or expulsion subject to the Pastor's review. This listing is not intended to be exhaustive of all types of conduct.

1. Any conduct which, in the opinion of the Director of Religious Education or designated parish official is contrary to the principles and teachings of the Catholic Church.
2. Using violence, force, intimidation, or other comparable conduct constituting an interference with the Religious Education Program purposes, or urging other students to engage in such conduct.
3. Intentionally causing or attempting to cause physical injury or behaving in such a way that, in the opinion of the DRE or designee, could cause physical injury to another person.
4. Causing or attempting to cause damage to property belonging to any other person or the parish or stealing or attempting to steal property of another person or the parish.
5. Possessing a knife, firearms, or any other object which could be considered a weapon. This is an automatic expulsion of not less than one year from the program.
6. Repeatedly violating any rules of the diocese, parish, or classroom that hinder the educational purpose of the Religious Education Program.

The suspension or expulsion policy shall apply when a student is on or off the parish grounds for a parish function. Expulsion or suspension will take effect after review by the pastor, DRE, and another parish staff member or catechist. Attempts will be made to establish an alternative program for all affected students.

Volunteer Opportunities

Students in grades 5-8 will be given the opportunity to serve at Mass. Training will be offered in September. Information on other service opportunities will be shared as appropriate throughout the year. Parents are needed to volunteer for a variety of activities. Parents working with children at the parish or school are required to fulfill the diocesan Safe Environment program for volunteers. Please contact the DRE for more information.

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OUR LADY OF GOOD HOPE
PARISH RELIGIOUS EDUCATION PROGRAM
Handbook Receipt Form 2017- 2018

This handbook is provided for informational purposes only, it is not a contract, and may be amended at any time as determined necessary by the parish. Please review this handbook and keep handy so you can refer to it as needed throughout the year.

Families should show their intent to abide by the principles and policies of the Our Lady of Good Hope Religious Education Program by signing and returning this form to the Director of Religious Education. Failure to sign and return this form will have no effect on the application or enforcement of the handbook provisions.

We have received the 2017 – 2018 Parent/ Student Handbook for the Religious Education Program at Our Lady of Good hope. We will abide by its principles and policies set forth by the Diocese of Fort Wayne – South Bend.

Family Name: _____

Parent's and/ or Guardian's Signature(s)

Student's Name **Grade**

Student's Name **Grade**

Students' Name **Grade**

Student's Name **Grade**