

Our Lady of Good Hope
Religious Education Program



2019 – 2020

PARENT HANDBOOK

Quick Reference Highlights 2019:

Schedule	See pages 6-8 for all schedules
Sacraments	
Class Time	6:00 – 7:30 pm on Tuesday for Grades 1-8 and RCIA 10:30 – noon on Sundays for Preschool, CGS Level 1 & 2
Doors Open	5:45 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 1-3 and Sunday Pre-K and Kindergarten
Inclement Weather	check your email or INC TV or WANE TV
Further Questions	Contact Kelly Ley, Director of Religious Education & Safe Environment Coordinator 485-9615 ext. 107 or olgh.dre@gmail.com

Program Goals

It is the goal of the Religious Education program to assist you in raising your children in the Catholic Faith on the four pillars of the Catholic Church: The Creed, Celebration of the Christian Mystery through the Sacraments; Christian Morality; and Christian Prayer.

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:

- 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.
- The classroom is a portion of Faith Formation and CANNOT take the place of formation within the home.
- Parents should have daily prayer life within the family as the domestic Church.

Curriculum

PRESCHOOL: The class is centered on a preschool environment of Bible stories, songs, and crafts with a snack offered

KINDERGARTEN, GRADE 1, and Level 2 on Sundays: **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 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: **Our Life with Jesus** – It is important that we are part of God’s family the Church and the basis of that foundation is the Sacraments and communal prayer. Also, the foundation of Mary and the Saints as our family is established.

GRADE 5-6: **Credo: I Believe** – This year is a foundational one in understanding the tenants of the Creed and what we believe as Catholics.

GRADE 7: **Alive in Christ!** - Moral formation in Christ; Growing in the Life of Prayer. Students will pray with Scripture and learn different forms of prayer.

GRADE 8: **Alive in Christ!** – 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 29	1 st Reconciliation Parent Meeting at 6:00 – 7:00 pm library
Tuesday, January 21	First Communion Parent Meeting in Library 6:00 – 7:00 pm
Saturday, April 18	First Reconciliation for all OLGH & OLS students
Saturday, April 25	First Communion Retreat 9am – noon
Sunday, April 26	First Communion Parent Practice at 6:30 pm in Church
Sunday, May 3	First Communion Liturgy at 12:30 pm
Sunday, May 10	May Crowning after 10:30 Mass

Eighth Grade Families

Tuesday, November 19	Confirmation Parent Meeting at 6:00 – 7:00 pm in library
Saturday, March 21	Confirmation Retreat 10:00 – 5:30 pm (also Palm Sunday Vigil)
Saturday, May 16	Confirmation Practice in Church at 10:00 am
Sunday, May 17	Confirmation at 5:00 pm at Our Lady of Good Hope

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 & Youth

**All Tuesday evening classes will meet from 6:00 pm until 7:30 pm.

Tuesday, September 10	1 st Night of RE	Parent Meeting in Gym
Tuesday, September 17	RE #2	
Tuesday, September 24	RE #3	

Tuesday, October 1	RE #4	
Tuesday, October 8	RE #5	Opt out forms due for RE
Tuesday, October 15	RE #6	
Tuesday, October 22	RE #7	Safe Environment for RE
Tuesday, October 29	RE #8	1 st Confession Parent Mtg
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Tuesday, November 5	RE #9	
Tuesday, November 12	RE #10	
Tuesday, November 19	RE #11	Confirmation Parent Mtg
Tuesday, November 26	NO CLASS	Thanksgiving Week
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Tuesday, December 3	RE #12	
Tuesday, December 10	RE #13	
Tuesday, December 17	RE #14	
Tuesday, December 25	NO CLASS	Feast of Christmas
Tuesday, December 31	NO CLASS	Mary, Mother of God Vigil
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Tuesday, January 7	RE #15	
Saturday, January 14	RE #16	TOB Parent Mtg (6-7 th only)
Tuesday, January 21	RE #17	First Communion Parent Mtg
Tuesday, January 28	RE #18	
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Tuesday, February 4	RE #19	
Tuesday, February 11	RE #20	
Tuesday, February 18	RE #21	
Tuesday, February 25	RE #22	
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Tuesday, March 3	RE #23	
Tuesday, March 10	RE #24	
Tuesday, March 17	RE #25	
Saturday, March 21	Confirmation Retreat	
Tuesday, March 24	RE #26	
Tuesday, March 31	NO CLASS	Spring Break
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Tuesday, April 7	RE #27	Tuesday of Holy Week
Saturday, April 11	East Vigil practice 10am, Vigil Mass 8:45pm	
Tuesday, April 14	RE #28	Easter Tuesday
Saturday, April 18	First Reconciliation for all OLGH & OLS students	

Tuesday, April 21	RE #29
Saturday, April 20	Easter Vigil Practice for All Catechumens and Candidates at 10:00 am
Saturday, April 25	First Communion Retreat 9am – 12 noon
Sunday, April 26	First Communion Parent Practice at 6:30 pm
Tuesday, April 28	RE #30 – Last Class

Sunday, May 3	First Communion Liturgy at 12:30 pm
Saturday, May 10	May Crowning after 10:30 Mass
Saturday, May 16	Confirmation Practice 10am
Sunday, May 17	Confirmation at 5:00 pm at Our Lady of Good Hope

Room Assignments

Grade 8	Room 207	Mrs. Nagel, Mr. Bol, and Fr. Mark & Fr. Daniel
Grade 6 & 7	Room 202	Mr. & Mrs. Stevens
Grade 5	Room 208	Ms. Widner
Grade 4	Room 101	Ms. Kohrman
Grade 3	Room 105	Mr. & Mrs. O'Connell
Grade 2	Room 106	Mrs. Pratt
Grade 1	Room 107/206	Mrs. Hillman & Ms. Lay

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-3 to avoid children walking out in the parking lot late at night.

Schedule for Preschool & Kindergarten

**All classes will meet in 105, 106, & 107 and Level 1 & 2 Atrium from 10:30 – noon on Sundays

Sunday, September 15	RE #1	
Sunday, September 22	RE #2	
Sunday, September 29	RE #3	
Sunday, October 6	RE #4	Opt Out forms due
Sunday, October 13	RE #5	
Sunday, October 20	RE #6	
Sunday, October 27	RE #7	Safe Environment
Sunday, November 3	RE #8	
Sunday, November 10	RE #9	
Sunday, November 17	RE #10	
Sunday, November 24	NO CLASSES	
Sunday, December 1	NO CLASSES	
Sunday, December 8	RE #11	
Sunday, December 15	RE #12	
Sunday, December 22	NO CLASSES	
Sunday, December 29	NO CLASSES	
Sunday, January 5	RE #13	
Sunday, January 12	RE #14	
Sunday, January 19	RE #15	
Sunday, January 26	RE #16	
Sunday, February 2	RE #17	
Sunday, February 9	RE #18	
Sunday, February 16	RE #19	
Sunday, February 23	RE #20	
Sunday, March 1	RE #21	
Sunday, March 8	RE #22	
Sunday, March 15	RE #23	
Sunday, March 22	RE #24	
Sunday, March 29	NO CLASSES	Spring Break

Sunday, April 5	NO CLASSES	Palm Sunday
Sunday, April 12	NO CLASSES	Easter
Sunday, April 19	RE #25	
Sunday, April 26	RE #26	

Opportunities for the Sacrament of Confession

Students in grades 3-8 will have the opportunity for confession in December during the first semester and during Lent for the second semester. It is also encouraged that parents' take children on their own regular schedule.

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 the dates listed in the schedule. **The Opt Out form can be requested from the DRE or your Catechist.**

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 when 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 has been provided by Father Daniel, but if you wish to have your child serve, please contact him for a makeup session. 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.