

# **OUR LADY OF LOURDES**

HARRISONVILLE, MO

## **SCHOOL OF RELIGION PROGRAM**

### **PARENT & STUDENT HANDBOOK**

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Welcome to the Our Lady of Lourdes religious education program. The information within this handbook is designed to help parents be informed participants in their child's faith formation process. We believe parents are the primary educators of their children. Our job is to use the tools and resources we have available to us to reinforce and enhance the religious education already in progress at home.

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#### **Contact Information**

Our Lady of Lourdes Parish Office:

816-380-5744 (9:00am -4:00pm, Mon. – Thurs.)

School of Religion Coordinator: Mrs. Jodi Fischer

Tel: 816-884-6516 (home number)

Email: [olljodi@embarqmail.com](mailto:olljodi@embarqmail.com)

Youth Ministry & Confirmation Director: Mrs. Dayna Janssens

Tel: 816-380-5744 ext. 206 (Mon. & Tues. only)

Email: [olldjanssens@embarqmail.com](mailto:olldjanssens@embarqmail.com)

Visit [www.ourladyoflourdesharrisonville.org](http://www.ourladyoflourdesharrisonville.org)

for calendars, documents, curriculum and more online

# **REGISTRATION**

School of Religion (SOR) is available to all children in grades Pre-K (4 years old by Aug. 1) – Confirmation (typically 9<sup>th</sup> Gr.) of families who are registered and active parishioners at Our Lady of Lourdes. Families can register to become parishioners by contacting the parish office at 816-380-5744.

Registration for SOR is held during the latter part of Aug. and beginning of Sept. Information about registration is printed in the bulletin, announced at mass, and published on the church website.

An official registration form (online or paper) must be completed by the parents or guardians of the child(ren) to be enrolled. This provides us with contact information for the parents and any special instructions from the parents. Each child in Pre-K thru 5<sup>th</sup> grade must also have an Authorized Individual Dismissal form completed and turned in to the child's teacher. (See the back page of this handbook for the dismissal form.)

Families are charged a \$30 per child registration fee, up to \$75 maximum per family. Registration fees are used for purchasing student textbooks, classroom materials, as well as other costs associated with our program. Additional fees are charged for sacrament preparation years.

Registration fees may be waived due to financial hardship with the approval of the SOR Coordinator and pastor. Requests and approvals are handled in the strictest confidence. If you have any financial concerns please contact the SOR Coordinator.

# **SACRAMENTAL PREPARATION POLICY**

In regard to sacramental preparation years (First Communion and Confirmation) at Our Lady of Lourdes: All students preparing for their respective sacraments must be enrolled and regularly attend the full year of School of Religion classes offered by OLL before the sacramental year.

## **ATTENDANCE**

Our pastor and SOR Coordinator expect that each and every student and family attend weekly mass as it is the primary tenant of our faith. There are three crucial elements to a comprehensive faith formation program for children: Mass and class attendance accompanied by ongoing parental support and guidance.

Attendance at class is recorded by the SOR teacher. We only have 26 classes each school year. Please make every effort to have your child at each and every class!

If your child is ill or has an unavoidable absence, please ask their SOR teacher for the work they missed. Each lesson builds on the next lesson. By making up the work and/or reading the chapter lesson your child will stay caught up with their classmates.

# **SAFE ENVIRONMENT**

**Our Lady of Lourdes fully participates in the diocesan requirements to ensure a safe environment for all individuals to practice their faith.**

**In compliance with the Ethics & Integrity in Ministry set forth by the diocese of Kansas City-St. Joseph and the United States Conference of Catholic Bishops, Our Lady of Lourdes provides Virtus training and background checks on all employees, volunteer teachers and assistants, and all volunteers that work with children.**

**Our School of Religion program also teaches the diocesan mandated program, Circle of Grace, to all students in Pre-K thru 8<sup>th</sup> Grade, and the Praesidium safety program to Confirmation students.**

**If a parent wishes to opt-out their child from these mandated safety program, an “Opt-Out” form can be obtained from the School of Religion coordinator.**

**Parents will be notified by their child’s SOR teacher when the safety lessons will begin in their SOR classroom. These lessons occur at the teacher’s discretion anytime from mid-January to April.**

# **STUDENTS' EXPECTATIONS**

All the children of the parish are invited and welcome to attend SOR. A large part of our parish mission is to share our faith with our children through parent's home instruction of children, attendance at mass and participation in SOR.

**Our expectations for our students in our SOR Program are:**

- Everyone (teachers, volunteers, parents, and students) is to be treated courteously and with respect.
- Students are expected to arrive on time, dress appropriately, be prepared for class and ready to participate and learn.
- Students are expected to respect church property, classroom materials, and the property of others.
- Restrooms should be used prior to the start of class or after class. If necessary only one child should leave the classroom at a time.
- School-appropriate behavior is expected during instruction. No fighting, inappropriate language, pushing, rough housing or talking out of turn.
- Use of cell phones is not permitted during class. Cell phones must be turned off. If used during class the cell phone will be confiscated by the teacher and returned only to the parent.

# **PARENTS' EXPECTATIONS**

**Parents are the first and primary religious educators of their children.** We ask parents to assist in making the program a stellar learning experience. Parents are asked to make attending mass and SOR a priority for their family. Each class is important and regular attendance is expected. Our teachers are parishioner volunteers who share their time, faith, and energy with our students. They have limited time with students in the classroom and coverage of the curriculum requires that instruction start and stop promptly as scheduled. It is unfair to teachers and other students when students arrive late or leave early.

## **Our expectations for parents are:**

- Teachers, volunteers, parents and students are to be treated courteously and with respect.
- Students are expected to be brought to every class on time and prepared.
- Parents must walk in with their child in grades Pre-K – 5<sup>th</sup>, never leaving them unattended.
- Parents or other authorized person must also pick-up children in grades Pre-K – 5<sup>th</sup> from the classroom. A form is attached to this handbook in which parents authorize other adults or older siblings to pick-up children in grades Pre-K-5<sup>th</sup>.
- Park in the regular church parking lot and walk to the School of Religion building to pick up your child from the classroom. Parking in the gravel driveway outside the building is not allowed and can be dangerous for the children and parents as they come and go.
- Discuss the classroom lesson with their child and reinforce classroom instruction at home.
- Make sure your family attends mass regularly.
- Inform the teacher of absences due to illness and assist children in completing any missed assignments before returning to class.

# **BEHAVIOR MANAGEMENT**

Our primary concern is providing a safe environment conducive to learning for all our children. School-appropriate behavior is expected of all students and staff. Any inappropriate behavior issues will be addressed and hopefully resolved at the lowest level possible.

**LEVEL 1** is a discussion of inappropriate behavior by the teacher with the child; if not resolved

**LEVEL 2** is a discussion of inappropriate behavior by the teacher with the parent; if not resolved

**LEVEL 3**, the teacher will discuss the behavior or concern with the School of Religion Coordinator who will contact the parent and an appropriate remedy will be agreed upon which may include asking the parent to attend the class with the child.

In extreme cases where behavior endangers the safety of a student or teacher, the student will be removed from the classroom immediately and the parent contacted.

## **COMMUNICATIONS**

The church website, parish-wide email system, and the weekly bulletin are the main vehicles of transmitting SOR information to parishioners, parents, and teachers.

In the case of cancellation for inclement weather notification will be on KCTV5 on Sunday mornings and it will be announced at mass that morning.

## **YEARLY SCHEDULE**

2016-2017

**Class Time: 10:30-11:45**

Sept. 18 – SOR Classes Begin  
Sept. 25 -- Class / Parent Chat Day  
Oct. 2 – Class  
Oct. 9 – Class  
Oct. 16 – Class  
Oct. 23 – Class  
Oct. 30 – Class  
Nov. 6 – **NO Class Today/Turkey Dinner**  
Nov. 13 – Class  
Nov. 20 – Class  
Nov. 27 – **NO Class Today/Thanksgiving**  
Dec. 4 – Class  
Dec. 11 – Class  
**Sat., Dec. 17** – SOR Christmas Program after EVENING mass  
Dec. 18 -- **NO Class Today**  
Dec. 25 -- **NO Class Today/Christmas**  
Jan. 1 – **NO Class Today/New Year's**  
Jan. 8 – Classes Resume  
Jan. 15 – Class  
Jan. 22 – Class  
Jan. 29 – Class  
Feb. 5 – Class  
Feb. 12 – Class  
Feb. 19 – Class  
Feb. 26 – Class  
March 5 – Class  
March 12 – Class  
March 19 – Class  
March 26 – **NO Class Today/Spring Break**  
April 2 – Class  
April 9 – Class  
April 16 – **NO Class Today/Easter**  
April 23 – Class  
**Sat., April 29** – 1<sup>st</sup> Communion @ mass  
April 30 – Last Class/Ice Cream Social  
May 7 – May Crowning @ 9:30am Mass

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Grades PreK – Confirmation meet in SOR Bldg.

# **AUTHORIZED INDIVIDUALS DISMISSAL FORM**

It is the policy of our School of Religion Program to only release Pre-K thru 5<sup>th</sup> Grade students to a parent or other authorized individual designated by the parents. This is an effort to keep all our children safe as they leave our building each week.

Parents must complete this form for every child that is enrolled in grades **Pre-K through 5<sup>th</sup> Grade**. A copy of this form will be made for each of the appropriate teachers to have on file.

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Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

Parent's Cell: \_\_\_\_\_

Other authorized individuals that can pick up the child(ren) listed above (can be an older, responsible sibling):

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