

Saint Gregory the Great

Parish Religious Education
Program (PREP)

Parent - Student Handbook
2021-2022

Saint Gregory the Great Parish Religious Education Program
(PREP) Parent - Student Handbook
For Parents and Children in Grades 1 - 8

It is a requirement for registration that you read and understand all the pages in this section. The signed Declaration must be submitted with your registration to complete the registration process.

PROGRAM

Saint Gregory the Great Parish Religious Education Program (PREP) offers classes to students in grades 1 - 8 who attend public or private (non-parochial) schools whose families are enrolled parishioners of this parish.

The content for each grade follows the Archdiocesan Guidelines for Catechesis and gives a developmental presentation of the faith for each grade level. PREP is designed to assist parents in their sacred responsibility to educate their children in the Catholic faith. It is not a convenience for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation.

PREP is ongoing, continuing development of the Christian personality. The Sacraments are an integral part of the Christian life and each grade in Religious Education adds to the development of the Christian Life.

Living a Catholic life is not accomplished by simply attending Mass or Religious Education classes. It is a lifestyle that is to be witnessed everyday by what we say and do at home, work and at play.

Students are expected to attend consecutive years. If there is a break in instruction the student is required to enroll in the year he/she missed. Students will not be permitted to miss a year(s) and return to their current year. There will be no exception to this policy.

REGISTRATION -

Registration must be completed and paid before the session begins. A separate registration form must be completed for **EACH** child. See website for dates. **Families must be active, enrolled parishioners of St Gregory's parish at the time of registration.**

FAMILY CATECHESIS

The Religious Education PREP program requires that EVERY family participate in at least TWO parish sponsored Family Catechesis events. This requirement is mandated by the Archdiocese. The events listed below are now incorporated into the St. Gregory Family Catechesis. Please ensure your family arranges to sign up for at least TWO events. Details regarding dates, times, and other specifics will be available on our website www.stgregthegreatharrison.com.

Family Catechesis is not optional. Participation is a requirement of PREP. A minimum of two hours at two events is necessary.

Family Catechesis Options:

- Thanksgiving Food Drive
- Hoops for Hope – Isabel Homem Memorial Basketball Tournament & Scholarship Drive
- Midnight Run
- Giving Tree
- Interfaith

SACRAMENTS

Meetings will be scheduled providing details of Penance, First Communion and Confirmation. Dates are set by the Parish and cannot be changed.

8th GRADE CONFIRMATION CANDIDATES

8th grade students who are Confirmation candidates are required to hand in weekly **Gospel Homework** sheets to their teacher. This requires regular mass attendance.

8th Grade students must pass 6 Confirmation tests, and return signed tests to their teacher.

ABSENTEEISM

It is expected that each student attends weekly PREP classes at their scheduled time. Attendance is taken at each class by the teacher.

If a student misses more than 5 classes in the PREP calendar year or 3 classes in a sacramental year, promotion to the next grade level is in jeopardy and the grade must be repeated. A doctor certificate must be provided to the coordinators explaining the reason for any excessive absences. All assignments must be handed in for family centered distance learning - there are no “absences” allowed for distance learning.

Late arrival of more than 15 minutes or early dismissal of more than 15 minutes will be considered one half of an absence. Ample time has been given to make scheduling arrangements for your other extra-curricular activities. No accommodations will be made.

Parents should email or call the office to report their child’s absence. Do NOT call or text the teacher. Missed assignments/chapters should be completed at home.

SPECIAL EDUCATION

PREP recognizes the ministry of Special Education, as one that responds to the religious and spiritual needs of all students. Every effort will be made to accommodate students who may need individualized instruction, a one-to-one setting or mainstreamed with appropriate assistance. When volunteer catechists can be found to meet these needs, placement of students will be determined by the Administrators after consultation with the parent and the catechist.

MEDICATION

No medication of any kind (including both prescription and over the counter) should be administered to, or taken by, the student during session. **If an exception must be made, the parent must provide a written request, directive and physician note and discuss with administrators.**

SUPPLIES

Students should arrive each week with their book, a folder for assignments, and a pen or pencil. There will be a \$35 lost book fee for replacement books.

RESPONSIBILITIES OF PARENTS, STUDENTS & TEACHERS

The Role of the Parent or Guardian

The parent or guardian has the primary and sacred responsibility to educate their child in the Catholic faith. PREP is established to **assist** parents and families in fulfilling this responsibility.

The Role of the Student

The student is invited to grow in his/her faith by **regular attendance at Sunday Mass and Holy Days of Obligation** (there are six in the Archdiocese of New York), participation in the Rite of Reconciliation, and living a moral life that reflects the values and teachings of Jesus Christ. The student is asked to do the following with their parents' assistance:

- Lead a sacramental life, following the laws, norms and guidelines that tell Catholics how to love God and neighbor (i.e., The Ten Commandments, Corporal Works of Mercy, The Beatitudes, Spiritual Works of Mercy and the Laws of the Church.
- Attend weekly religious education classes;
- Prepare for class instruction;
- Complete homework and special assignments given by Catechist
- Bring textbook, pen or pencil and folder to class each week
- Participate in class discussions and activities
- Complete special assignments/tests to the best of their ability
- Respect the catechists, fellow students and the Saint Gregory facility
- Learn prayers at each grade level
- Do the very best work possible

The Role of the Teacher

Teachers are required to be on time, and have a lesson prepared in advance

- Value children as individuals
- Develop the self-esteem of students
- Listen and respond with sensitivity
- Communicating our Catholic values and beliefs to students, parents and the wider community
- Ensuing we are welcoming to all our students, adults and visitors
- Develop consistent positive attitudes
- Be fair in reprimanding poor conduct and praise good behavior
- Hold students accountable for poor behavior and/or effort

CODE OF CONDUCT

PREP is committed to providing a safe and pleasant atmosphere for students in order to further their education in the Catholic faith.

As we begin a new school year, PREP would like to work cooperatively with the teachers, parents, and students, to ensure the success of the entire program for all involved.

Please review the following guidelines with your children:

1. Attend class on time, with their textbook and any other materials requested by the teacher.
2. Listen and cooperate with the teacher, non-teaching parent volunteers and PREP staff.
3. Respect the property of others in the classroom and throughout Saint Gregory School.
4. **Cell phones and electronic devices may be brought to school, but must be turned off. Students should either keep phones in their backpacks or place them on the teacher's desk at the beginning of class. Phones can be picked up at the end of class. Students found using their cell phones will be sent home. NO EXCEPTIONS.**
5. Refrain from wearing hats indoors during class time.
6. Refrain from name calling, teasing, hitting, inappropriate touching, running, or throwing of anything on Saint Gregory the Great property.
7. **No food** is permitted in classrooms.

Consequences for poor behavior increase depending on the offense.

- For the first incident, the teacher will issue a verbal warning. After that...
- Removal from class to visit the Administrators' office for consultation and call to the parent to pick up.
- There is a limit of 3 calls to parents before removal from the program.
- Please keep in mind that the teachers are volunteers and dedicate their time and efforts to teaching your children and are deserving of their respect.
- Kindly read and review these guidelines with your children.
- Students asked to leave the Religious Ed Program will be prohibited from our CYO activities as well.

DISCIPLINE

We aim to create an environment where students:

- Feel safe and secure
- Respect and show consideration for each other
- Respect their environment (Teachers, fellow students and school property)
- Have ownership of the Code of Conduct
- Are aware of PREP expectations for their conduct, manners, and behavior
- Develop a sense of self-discipline and responsibility

Students in the program are expected to behave appropriately and respect their classmates, teachers, and themselves. PREP classes provide an atmosphere of learning within a Christian setting.

MASS ATTENDANCE

An integral part of PREP is the participation of family's, (students with parents) in Mass every Sunday and Holy Days of Obligation.

All 8th graders are required to attend Sunday Mass and complete Gospel worksheets to be handed in to their teachers weekly.

2nd graders should attend weekly mass and be ready to discuss what they learned at mass with their classroom teachers.

All Family Centered Distance Learning students must attend weekly mass and submit their mass reflection to their teachers via email.

Church of Saint Gregory the Great Mass Schedule

Saturdays	5:00 pm
Sundays	7:00 am, 8:30 am, 10:00 am, 11:30 am & 5:00 pm
Weekdays	6:45 am & 9:00 am, Eve of Holy Days, 7:30pm
Holy Days	6:45 am, 9:00 am, 12:00 noon & 7:30 pm

ARRIVAL AND DISMISSAL

Arrival Procedure/Dismissal Procedures: Please arrive on time for pick up and drop off.

Each class will have a separate entrance/exit.

2A & 8A	Room K	enter & Exit in rear of school by the playground (2nd door)
2B 7 8B	Room 1	enter & exit on Blue doors on Broadway
2C & 8C	Room PK	enter & exit in rear of school by the playground (1st door)
2D & 8D	Room 8	enter and exit on Harrison Avenue by blue doors

All children are to arrive at Saint Gregory's school building for class **on time**. Supervision is not provided before or after session times. **Students should NOT arrive before 3:20pm.**

Students may go directly to their classroom door for a temperature check. No parents may enter the building unless they are a volunteer. ***No student is permitted to be in a classroom until an adult is present. Students are not allowed to be in any part of the school building unattended.***

PREP SESSION HOURS

Grades 2 - Wednesdays	3:30-4:30 pm
Grades 8 - Wednesdays	7:00-8:15 pm

CLASS CANCELLATION

Cancellations due to inclement weather or other unforeseen circumstances will be announced through the Alert Now system via phone and email.

When HCSD schools are closed due to inclement weather, PREP is closed. The PREP answering machine will NOT have a cancellation message.

PREP follows the calendar of the HCSD except when public schools have early dismissal for parent/teacher conferences, superintendent conferences, etc., PREP classes ARE still held on these days.

IT IS THE RESPONSIBILITY OF THE PARENT to provide PREP office with up to date contact information. Email is our primary means of communication, so please provide a current and legible email address.

A detailed calendar will be provided, including Sacramental dates and Retreat date once the Bishop provides us with a Confirmation date. We offer ample time, over 6 months in advance to coordinate schedules.

Addendum A.

COVID Pandemic guidelines for PREP Meetings in church or school buildings.

Communicating with Parents

Parents will be kept up to date via email.

Arrival and Dismissal

All students and staff must have their temperature taken upon arrival. - Students will line up outside the classroom (socially distanced) to have their temperature taken. If a student does not “pass” the screening they are to be directed to the “Guardian Angel” designated isolation area for parent pick up.

All students and staff must complete the ONE-TIME COVID ATTESTATION health screening form. Forms are on the website and available when you pick up your book

All students and staff must wear a face covering. PREP will provide masks if a student does not have one.

PREP staff must record and maintain logs of all students/staff that attend meetings.

No unapproved visitors are allowed in the building.

Only one student at a time is allowed to use the bathroom. Monitors will be available to enforce social distancing.

If an individual becomes ill

If a student or staff becomes ill, PREP staff will identify, separate and send the student home in a safe manner.

In the school, the isolation area is Room 2.

In the church, the isolation area is designated as the lower church meeting room. Signs are there to indicate "Guardian Angel Area".

Parish will deep clean and disinfect the spaces the ill person occupied.

Parish staff will wait 24 hours before custodians clean and disinfect the Guardian Angel area

PREP staff will follow up with the parent to monitor the outcome.

If there is a case of COVID - 19

PREP staff will identify who was within 3ft for more than 15 minutes.

PREP staff will communicate with families

PREP staff will notify pastor and Arch Office of Risk Management

The pastor will follow all health department and ORM directives on facility closures and disinfection.

Parish will follow procedures to inform appropriate archdiocesan and community authorities.

Individuals with COVID 19 positive may only return after providing a note of medical clearance AND 2 negative COVID 19 tests results after they are without a fever for 3 days.

PREP will take extreme measures to protect the identity of the individual.

Regular Cleaning and Disinfection

Bathrooms will be cleaned and sanitized prior to and after class.

Cleaning and sanitation of frequently touched surfaces will occur prior to and after class.

Windows and doors will be opened.

Additional Considerations

Students should not share pencils, paper, supplies, phones etc.

Students, parents and staff should not congregate in large groups before, during or after drop off and pick up.

Vaccination status of staff, students and volunteers will be secured to HIPPA guidelines.

Staff and volunteers who are not fully vaccinated will submit to a weekly Covid test, results are to be submitted to the PREP office.

Addendum B

COVID Pandemic guidelines for Family Centered Distance Learning

Please see guidelines on the parish website for each grade level.

Students who do not complete all assignments will not be promoted to the next grade level. There will be no exceptions to this policy.

Family-centered learning has an emphasis on weekly mass attendance, either in person or on TV.

Family-centered learning is made up of 30 sessions, and all sessions must be completed weekly.

PREP meetings, when held at church or school, the parent and/or student **MUST** wear a mask at all times, wash their hands before entering the building, and sit socially distanced.

Only one person is allowed in the bathroom at a time.

All monies due must be paid by October 1st, 2021.

Registrations for the 2022/23 session will not be accepted unless all balances are paid from the 2021/22 session.

If any issues arise, I will contact the PREP office at 914-835-3685, and **NOT** my child's teacher.

This family-centered distance learning plan is in place due to the pandemic.

