

*Saint Gregory the Great*

*Parish Religious Education*  
*Program (PREP)*

*Parent - Student Handbook*  
*2018-2019*

**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.

**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 are available on our website [www.stgregthegreatharrison.com](http://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. Sacramental dates will be available by October 1<sup>st</sup> 2018. **\*REQUESTS FOR SPECIFIC DATES WILL NOT BE HONORED.**

**8<sup>th</sup> GRADE CONFIRMATION CANDIDATES**

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

8<sup>th</sup> 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 4 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.

**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. 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 Co-Coordinator 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.**

## **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
- Ensuring 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 placed on teacher's desk at the beginning of class and picked up at the end of class. 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 Coordinators' office for consultation and call to 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.

## **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 families, (students with parents) in Mass every Sunday and Holy Days of Obligation.

***Once per month, students of a particular grade will host the 10:00 am Sunday Family Mass. This is a family event and every effort should be made to attend. Students are required to attend their grade mass.***

All 7<sup>th</sup> & 8<sup>th</sup> graders are required to attend Sunday Mass and complete Gospel worksheets to be handed in to their teachers weekly.

All second grade students must have the opportunity to participate in Sunday Mass with their families weekly prior to their First Holy Communion.

### 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**

***No admittance is permitted through the Harrison Avenue side door or gym door of Saint Gregory School. Entry only permitted on Broadway blue doors.***

### ***Arrival Procedure:***

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. The primary access to the building are the blue lobby doors on Broadway. Students and parents are forbidden to enter the side doors for safety reasons.

Students may go directly to their classrooms. ***No student is permitted to be in a classroom until a catechist is present. Students are not allowed to be in any part of the school building unattended.***

***Dismissal Procedure:***

**Parents should arrive on time for dismissal.**

The required method of dismissal for students in **Grades 1-4** is to have the parent or parent representative come to the classroom where the children are waiting under the care of the teacher.

Students in grade 5 & 6 can have a waiver signed to dismiss without a parent.

Students in grades 7 will be dismissed to the blue doors on Broadway and students in Grade 8 will be dismissed from the side doors on Harrison Avenue.

**PREP SESSION HOURS**

<b>Grades 1 &amp; 2 - Thursdays</b>	<b>3:30-4:30 pm</b>
<b>Grades 3 &amp; 4 - Wednesdays</b>	<b>3:30-4:45 pm</b>
<b>Grades 5 &amp; 6 - Tuesdays</b>	<b>3:30-4:45 pm</b>
<b>Grades 7 &amp; 8 - Wednesdays</b>	<b>7:00-8:15 pm</b>

**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 conference, 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.***