



ST. GABRIEL RELIGIOUS EDUCATION PROGRAM FAMILY HANDBOOK ~ 2011-2012

St. Gabriel Parish provides a religious education program for registered parishioners whose children attend public schools or private non-Catholic schools. Our program is staffed and coordinated by dedicated volunteers who give generously of their time and talent. The program Director is the parish Coordinator of Children's Formation. Levels 1-8 meet Sunday mornings from 9:30 -10:45 AM, September through May.

REGISTRATION

Registration is in the Spring for all new and current students in grades one through eight. Baptismal certificates are required for all new students at this time. There is a **\$50 registration fee per child** (this includes all books and supplies). **Registrations received before May 31st qualify for early registration fee of only \$35 per child.** No student will be denied RE due to financial hardship. Please contact Cyndi Marlow if this is a concern. *A completed registration packet is required for each Student.* The Registration packet includes a Registration Form, the R.E. Family Handbook, Student/Parent Contract, Promotional Release Form and a calendar for the year. Additional copies can be printed from www.stgabriel.net under Formation and the Religious Education.

SCHEDULE

A calendar is published at the beginning of each year. Attendance at all classes and family events is very important. You are strongly encouraged to keep Sunday mornings clear for R.E. Classes and Mass. Please plan your family trips and activities accordingly. Please keep the calendar for reference throughout the year. The calendar is also available at www.stgabriel.net and is posted on the R.E. bulletin board.

ARRIVAL TIMES & BUILDING ENTRY/EXIT

The building will be open at 9:15 A.M. **Children should enter through the Cafeteria doors only** and report to the cafeteria. For students in levels 1- 4 parents are asked to sign in on the sheets provided in the cafeteria. Students in levels 5 - 8 may sign themselves in. R.E. will begin with a community prayer and opening **each week.** This time is not optional and attendance is required. Parents are encouraged to participate. The Cafeteria doors will be secured at 9:45 A.M. Anyone arriving late will be admitted through the school doors closest to the Church Entrance on Hudson Lane. A parent volunteer will be serving as hall monitor to allow late access. **Classes will start promptly at 9:30 A.M.**

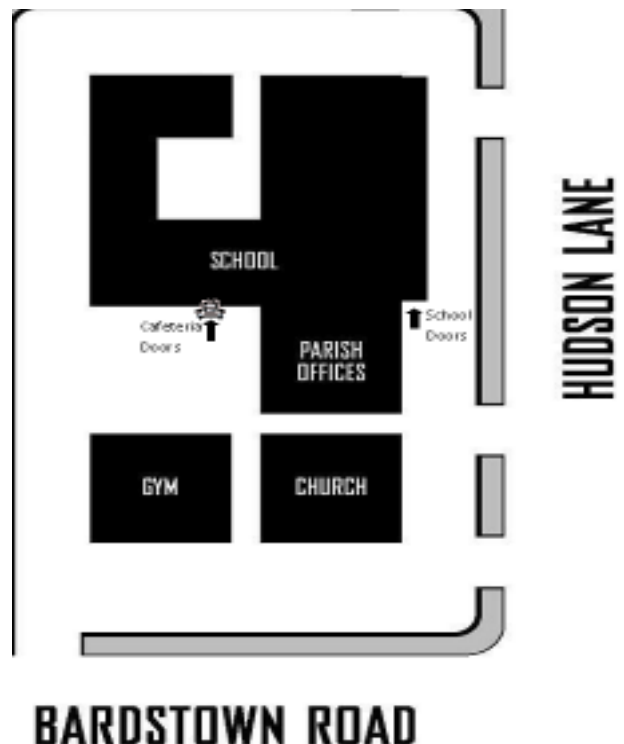
The school doors by the school office will be open at 10:40 A.M. to allow parents picking up RE Children to enter. These will be the only doors that will be open. Children in levels 5-8 will be dismissed to the school lobby where parents are to meet them. Children in levels 1-4 will meet their parents at their classroom door. No child is to exit the building without an authorized adult. The school doors will be secured at 11:05 A.M.

Cafeteria doors open for arrival: 9:15 A.M.

Cafeteria doors secured (locked): 9:45 A.M.

School Office doors open for pickup: 10:40 A.M.

School Office doors secured (locked): 11:05 AM



SACRAMENTAL PROGRAMS

Students in levels 2, 7, & 8 will be participating in sacramental preparation programs. Parents with children in these levels can expect additional meetings in preparation for these important events. These dates are indicated on the RE calendar. Those in second level will receive the Sacraments of First Reconciliation and First Eucharist. Confirmation preparation begins during seventh level with the opportunity to receive the Sacrament in eighth level.

In addition, because each year of religion instruction builds on the knowledge gained in previous years, it is expected that students have completed all levels prior to beginning their sacramental program. **Therefore, those in second level need to complete first level and those in eighth-level need to complete levels three through six before they begin their sacramental preparation in level seven.** This is why we refer to each year as a level. Your child's school grade does not necessarily match their R.E. level.

FAMILY EVENTS

Parent and family celebrations are part of the regular schedule. You will notice these indicated on the calendar. These include opening & closing events, holiday celebrations and sacramental celebrations. Attendance is taken and expected at these functions. **These events are an integral part of the program and are not optional.**

ATTENDANCE

Regular attendance is expected for all students. Parents are asked to honor the calendar when planning vacations, sports, appointments, and other commitments. Children with perfect attendance will be recognized at the end of the RE year.

If a student is absent from Religious Education class for any reason, an email or signed note of explanation is requested. This note should be given to the child's teacher or DRE. Follow-up calls will be made by the child's teacher. If a student accumulates multiple absences in a semester, parents will be notified to discuss the situation. All homework and/or missed assignments are due in the week following the absence. Material covered in missed classes will be sent home. It should be reviewed with a parent, signed and returned to the catechist.

SPIRIT OF ST. GABRIEL R.E. AWARD

This award will be given to one student in each level at our Closing Program. The award is based on the students' overall Christian attitude, class attendance and church attendance. These students will have honored their Student Contract faithfully. Award recipients are chosen by their catechists and the Parish Staff.

GUESTS/VISITORS

Parents and visitors are welcome to attend class with registered RE students. It is recommended that advance notification be given to catechist/director.

WEATHER RELATED CANCELLATIONS

Please use your discretion concerning your individual needs and child(ren)'s safety. Please note that in most circumstances (thunderstorms, light snow, etc....) classes **WILL** be held as scheduled and absences will be recorded for your child(ren).

CONCERNS

If a parent has any concerns relating to their child and the Religious Education program, you are urged to talk to the child's catechist first and then to the Coordinator/DRE. If further help is desired, please refer to Father John Stoltz.

PARENT HELP

Parent volunteers are needed as Hall Monitors each week of RE classes. Parent involvement is also essential with Family Events and various other programs needs. Please prayerfully consider volunteering and indicate your area of involvement on the registration form.

BEHAVIORAL CODE

Students:

In order to create and preserve an orderly atmosphere for learning, discipline is necessary. It is expected of each student to respect the rights, property and point of view of others. As agreed to in the Student/Parent contract the following is expected of our students:

- * To arrive on time prepared for class and with necessary supplies
- * To come with an open mind and spirit ready to learn and grow in his/her faith
- * To show appropriate respect to all Religious Education catechists
- * To respect the other students in the class by listening and responding appropriately.
- * To use courteous, respectful and appropriate language and behavior towards all catechists, parents and fellow students.

When the above code of conduct is violated, the following actions will be followed with fairness and good judgment:

1. Student will sit in time out from class.
2. Student will be sent to the Coordinator of Children's Formation for a discussion on appropriate behaviors.
3. Parents will be notified about inappropriate behavior.
4. Student will be taken out of class and sent home.
5. Student will write an apology note to catechists or students involved. If deemed necessary, a copy will be sent to the pastor.

Parents:

The R. E. Program is designed to assist parents in the primary catechesis of their children. The Baptismal vows imply certain responsibilities of the parents. As agreed to in the Student/Parent contract the following is expected of parents:

- * To attend Mass with your children on a regular basis.
- * To put a priority on R.E. attendance.
- * To attend additional sessions for Sacrament Preparation as indicated on the calendar.
- * To follow their child(ren)'s progress and be informed of material covered in class.
- * To review with your child any material sent home from missed classes.

Catechists:

Just as there are expectations on the behaviors of the students and parents, there is a standard of excellence expected from our catechists. As agreed to in the Catechist Contract the following is expected of our Catechists:

- * To arrive early prepared for class with an open mind and heart ready to let the Holy Spirit work through them.
- * To attend Mass regularly and continue to seek faith formation opportunities that will enrich their instruction as well as their spiritual selves.
- * To show appropriate respect for all students and foster a safe learning environment.
- * To follow up on absences by validating parents' letters of explanation and sending home material covered in missed classes.

R.E. BOARD

The R.E. Board consists of active St. Gabriel parishioners whose children attend R.E., catechists and the Coordinator of Children's Formation. The purpose of the R.E. Board is to:

- * Build Community among R.E. families.
- * Provide a liaison to the St. Gabriel Parish.
- * Advise/assist the R.E. Program.

**St. Gabriel Religious Education
Registration Packet Checklist 2010-2011**



- _____ Student Registration Form (one per student)
- _____ Registration Fee \$35 per student
- _____ Baptismal record (if new to R.E. program and not Baptized at St. Gabriel)
- _____ Signed Student/Parent Contract (lower portion of this page)
- _____ Promotional Release Form (on back of this page)

Student/Parent Contract

Students:

- * I agree to arrive to class on time. I will come prepared. I will come with an open mind and spirit ready to learn and grow in my faith
- * I agree to show appropriate respect to all Religious Education instructors who volunteer their time for me and others.
- * I will respect the other students in the class by listening and responding appropriately.
- * If I do not respect the Religious Education Student/Parent contract, I understand the consequences which will be followed as stated in the handbook

Student signature _____ Date: _____

Student signature _____ Date: _____

Student signature _____ Date: _____

Student signature _____ Date: _____

Parents:

- * I agree to attend Mass with my children on a regular basis
- * I understand that there are additional sessions for Sacramental Preparation
- * I agree to call the Parish Office if my child will be absent
- * I have read the attached handbook
- * I have a copy of the R. E. Program calendar for 2010/2011

Parent signature _____ Date: _____

Parent signature _____ Date: _____

Please sign and have student(s) sign one time and return this page with your Registration Form(s). Please complete the Promotional Release form on Reverse side.

OVER