

2024 – 2025 RELIGIOUS EDUCATION Handbook

Our Lady of Lourdes, One Eagle Rock Ave., West Orange, NJ 07052

Rectory-office: 973.325.0110 LOURDESWESTORANGE.ORG

FAMILY CLASS GRADE 1-5 – ONCE A MONTH *SATURDAY AFTERNOON (3:00-5:30 PM) **OR** MONDAY EVENING (5:00-7:30 PM)
in Connor Hall located at the lower level of the Church.

GRADE 6 – Selected Sunday Morning (9:30 – 11:45 am) including 9:30 am Mass, in Connor Hall

MIDDLE/H.S. - GRADE 7-12 – Sunday Morning (9:30 – 11:45 am) including 9:30 am Mass, in Connor Hall

Please check online schedule for dates

OUR LADY OF LOURDES • RELIGIOUS FORMATION • PARENT HANDBOOK **EXPECTATIONS OF FAMILIES** (Updated on: 18 August 2024)

1. You, as parents, are the primary teachers of faith to your children. We ask that you model the faith by praying at home, attending Mass regularly on weekends and on Holy Days of Obligation to share in the Eucharist with our parish community and look for ways to serve as disciples of Jesus Christ.

2. **E-mail and text are our preferred mode of communications.** We need a valid email address to send reminders and communications. If you are NOT receiving email reminders and/or schedule updates, please let us know. Also, please correct your email address with us as needed. Please check LOURDESWESTORANGE.ORG website for reminders and any schedule changes. For grades 7-12 we have a text messaging service for reminders and communications that number is (833)945-3415.

3. Before sending your child to Family Catechesis (Grade 1- 6) or Middle/H.S. Religious Education (Grade 7 - 12) sessions for the first time, REGISTRATION and PAYMENT must be completed for every child.

4. Ensure your children regularly attend their religious education sessions. For Family Catechesis Sessions (Grades 1-5), at least one parent or guardian adult (18+) must attend the session with the child. Please actively participate in your child’s learning and formation.

5. Let us know in advance whether a student or family is unable to attend a scheduled session. For Family Catechesis please email Priscillacastro@lourdeswestorange.org For Middle School/H.S. Religious Education, please email Confirmation.Class@lourdeswestorange.org or text (833)945-3415.

6. Communicate to catechist or coordinator any special needs or allergies that may affect your child.

RESPONSIBILITIES OF THE PARISH

1. Ensure adequate staffing that is trained, background checked and prepared.
2. Provide formation that is grounded in Scripture and the teachings of the Catholic Church.
3. Create a safe and Christian environment.

SACRAMENT POLICY

All matters of the eligibility of a child to receive a sacrament are determined by the Pastor and religious education personnel by review of compliance with the process described below. Please confirm your child’s eligibility to receive a sacrament with the office. There is a minimum 2-year preparation period for the Sacraments of First Penance, First Communion and Confirmation.

This minimum 2-year preparation means that students spend their first year of preparation in the appropriate grade level religious education sessions. During the second year, students continue to participate in the appropriate religious education session level and, in addition, participate in special sacrament preparation sessions with a parent.

EMERGENCY CLASS CANCELLATION

If local public schools are closed, we are closed. We will notify you by email if our sessions are cancelled. We will also post a voicemail message at the Religious Education Office at 973.325.0029 or 973.325.0110. We may also attempt to contact you by text or phone to notify you of cancellations with our messaging service number (833) 945-3415.

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PICK UP AND DROP OFF For students in Grades 6 – 12

Students will enter through the Chapel door on the parking lot side of the school building. Dismissal will be in the upper side parking lot where teachers will walk the students down to you. This way, no student will be left unattended while waiting for someone to pick them up. If you need to pick up your child early for any reason, please come in the side door by the upper parking lot and someone will escort you up to your child's classroom.

RULES OF CONDUCT

- Obedience to legitimate authority.
- Courtesy and respect for all people and property.
- Adherence to safety and classroom rules.
- Sense of fair play and trustworthiness.
- No use of phones for texting, calling, internet use, or calls during Mass and class.

ATTENDANCE & ABSENCE POLICY

Report absences or address questions via email as follows or call 973.325.0110:

- ▶ Priscilla Castro, Priscillacastro@lourdeswestorange.org (Grade 1-6 Teacher)
- ▶ Paul Hirsch, Confirmation.Class@lourdeswestorange.org (Grade 7-12 Teacher)
- ▶ Julie Okeke, julie712@lourdeswestorange.org (Grade 7-12 Teacher)
- ▶ Rhea Catarroja, rhea.catarroja@lourdeswestorange.org (Parish Office Assistant)

Si necesita traducción: Rosa Cruz, rosa.cruz@lourdeswestorange.org (oficina de la parroquia, lunes – miércoles – viernes – 11 am to 2:30 pm, 973.325.0110)

Grade 1 – 6 In Grade 1–5, it is important that students attend sessions **monthly** with their parent/guardian. Students must complete 70% of the work in Google Classroom and attendance in monthly classes. In Grade 6, it is important that the student attend all sessions. No more than 3 absences are permitted. Make up work will be required if there is an excess of 3 absences in Grade 6 or 70% of the classwork is not Completed in Grades 1-5.

Grade 7 – 12 In Grade 7-12, it is important that students attend sessions with their peers **as per the schedule**, according to the published calendar. While this program is not intended for individual or self-directed study at home, an absent student will receive – via e-mail – required make-up work. No more than 3 absences are permitted. If a student is absent, he or she would be required to do additional work in order to keep up. If the student has more than 3 absences in one year, the year will not count. If you wish to discuss this policy please contact Father Jim Ferry, Pastor, 973-325-0110.

VOLUNTEER POLICY If you are an adult volunteering in Family Catechesis, Middle and High School, and/or Children's Liturgy of the Word, and you have children in one or more of these religious education programs, you are not required to pay the religious education fees.