

PARISH CONTACTS YOU MAY NEED

Pastor: Fr. Fred Pausche: fpausche@st-gabriel.org

Parish Catechetical Leader

Regina Skrtic: rskrtic@st-gabriel.org

Administrative Coordinator: Rachel Troha: 354-7551

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OCIA: Maureen Dowd: mdowd@st-gabriel.org

PSR Grades 1-8: Regina Skrtic: rskrtic@st-gabriel.org

Catechesis of the Good Shepherd:

Alicia Henrikson and Laura Keverline: 354-7551

Special Needs PSR Coordinator:

Pattie Ritt pritt@st-gabriel.org

Youth Ministry Grades 6-12: Samantha Coffman

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Sacramental: Deacon Bob Grgic rgrgic@st-gabriel.org



Embrace God's Call...Grow and Serve!

Come Grow in Faith and Serve in Love

2023-2024 Parish School of Religion (PSR Grades 1-5) Handbook

9935 Johnnycake Ridge Road

Concord Twp., OH 44060

Office Phone: 440.354.7551

Fax: 440.354.7559

Parish Office Phone: 440.352.8282

Parish's Website: www.st-gabriel.org



MISSION STATEMENT

The goal of the St. Gabriel Parish School of Religion Program is to offer children of our parish an opportunity to learn, proclaim, and experience the message of the Gospel, to be involved in service to others by becoming participating members of the church community, and to grow in their relationship with Jesus Christ.



Dear Families & Students,

On behalf of myself and our whole PSR team, Welcome Home! We are honored to share our Catholic faith with each of you on this incredibly precious youth faith formation journey, by Growing, Loving and Serving!

It is the responsibility of each family to grow, strengthen and hand on their faith, knowledge and love of Christ to each child God has entrusted to them. Our team is dedicated to teaching, sharing the Gospel and leading by example as disciples of Jesus Christ. We are here to listen, pray and offer guidance as we support you, together as one family in Christ. Have a great year. God Bless!

Peace, Prayers & Blessings,
Mrs. Regina Skrtic

ARRIVAL PROCEDURE

Parents must drop off students in front of the school at the 2nd set of doors closest to the playground; this is called the Brady Hall door entrance. Please follow the unloading directions of our traffic volunteers. Do NOT drop off at the front school entrance closest to Rte. 84. For the safety of the children, please do not unload or move your vehicle until directed by the traffic controllers. Please move down the line as far as possible to leave room for cars behind you and do **NOT** drop off at front school entrance. Students must exit their vehicle closest to the sidewalk. All students are to proceed directly to their classrooms. Volunteers will be available to help children once inside the building.

DISMISSAL POLICY

All grades will dismiss from their classrooms. Parents must park and enter the building either through the Brady Hall doors or the Main Entrance of the school.

**DOORS TO THE SCHOOL WILL BE UNLOCKED AT 7:25.
PLEASE WAIT IN YOUR VEHICLE UNTIL THIS TIME.**

Please stand outside your child's door and wait for the catechist to open the door and dismiss the children. Catechists will ask adults to step forward, give the name of the child(ren) they are picking up, and initial a dismissal sheet to record the identity of the adult picking up after each class.

Please remember that no child will be released to an adult not on the pick up list unless a note or call has come to the office indicating the change. If the catechist/assistant is unfamiliar with the adult or it is the first time someone is picking up the child, they will be asked to show a photo ID.

ATTIRE

Casual attire is appropriate for PSR. What would be considered appropriate for your child's day school is appropriate for PSR. Please be mindful that the purpose of our gatherings is to grow in faith both individually and as a group. Clothes or accessories that may be distracting to that purpose or the PSR mission statement should not be worn. Students are not to wear shoes with wheels, clothes with inappropriate writing/logos, or anything that shows the midriff.

CAR POOLS

In compliance with our Safety First Policies, if your child is part of a car pool arrangement for PSR, we will need a signed permission form granting specified individuals authorization to transport your child(ren). The "Authorized for Student Release Form" must be turned in for each registered child. This is included on the on-line registration.

If a child will be going home with someone other than a driver already listed, please call or send a note to the PSR office, so we can release the child to that driver. If we do not have authorization, the catechist will take the child to the office and a parent will be contacted for verification. For the safety of the children, catechists may ask to see a photo ID for verification. Your cooperation is appreciated.

CELL PHONES/Electronic Devices

All cell phones/iphones should be turned off and out of sight during PSR class time. If a phone is seen or causes a distraction, the catechist will hold the phone until the end of class. Electronic items, such as IPOD's, MP3 players, laser pointers, or any other devices are not to be brought into and/or used in any rooms or areas during PSR time. If such an item is seen, the Catechist will take it until the end of the class session. If this becomes a continuous issue, parents will be notified.

September

13 Class **Parent/Student Orientation 5:45— 6pm**
(gathering area / check-in)
* 6pm orientation begins *

20 Class
27 Class

October

4 Class
11 Class
18 Class **Mass 7th grade Parents Welcome Church**
25 Class

November

1 Class All Saint Days 7pm MASS 6:30 PSR
8 Class
15 Class **Family Service Program (grades 1-5)**
22 **No Class—Thanksgiving Break**
29 Class

December

3 **ADVENT BEGINS**
6 Class
13 Class
20 **No Class – Christmas Break**
27 **No Class – Christmas Break**

January

3 Class
10 Class **Mass 6th grade Parents Welcome**
17 Class
24 Class
31 Class

February

7 Class
10th Saturday Crossings Service Day Tailgate and Touchdowns
14 **No Class ASH WEDNESDAY**
21 **Class**
25 **Confirmation**
28 Class

March

6 Class **Mass 5th grade Parents Welcome Church**
13 Class
20 Class **1st grade parent meeting 6:15 Brady Hall**
27 **No Class Spring Break**

April

3 **No Class - EASTER BREAK**
10 Class

Overview of the Curriculum,

Grades 1, 3, 4, 5



This year we are excited to be using Loyola Press' 2021 edition of *Finding God: Our Response to God's Gifts* for our curriculum. This newest version was built for today's learner, offering children a new model of catechesis that embraces technology, responds to the ongoing invitation to enter into a deeper relationship with God, and encourages them to find God in all things. Finding God 2021 incorporates multimodal learning and utilizes multimedia to reinforce faith concepts, connect students with content, and enhance the learning process.

Finding God 2021 is still based on a spiral curriculum that integrates the fundamental themes of the *Catechism of the Catholic Church* with Scripture and Catholic Social Teachings. As children are introduced to and revisit concepts and vocabulary from one year to the next, their knowledge and experience both broaden and deepen. This program provides lessons in the faith and delivers those lessons through experiential activities that encourage lifelong practice.

Soundly grounded in Scripture, Church Tradition, and Prayer, *Finding God* uses a wide variety of material to inspire and guide children's faith formation in the full and authentic teachings of the Catholic Church. Through active learning strategies, students will participate in activities that serve many different learning styles and allow them to grow in their faith. Through *Finding God* faith comes alive with recorded guided reflections that lead children in prayer, dramatized scripture stories that bring the Bible stories to life, exploring faith through art, repeated relevant times for prayer that encourages a lifelong habit of praying, and beautiful faith-filled music for praising the Lord.

The children will be using a workbook that will go home with them after class. Please look over the "Living My Faith" and the "With My Family" pages, which will provide you with a summary of what your child learned and some "At Home" activities.

KI Pills

In the event of an emergency at the Perry Nuclear Power Plant or elsewhere that would require a protective response by the Religious Education Office, the following steps will be taken:

*if a **SITE EMERGENCY** is declared, the children would remain on site until the normal dismissal time to await parental pick-up.*

*if a **GENERAL EMERGENCY** is declared and an evacuation has been recommended for our area the children would be safely bussed directly to St. Mary's in Mentor until a parent or legal guardian arrives to pick up their child(ren.)*

We have KI pills and water available for each child. The water and pills are stored in a locked cabinet for each child having a signed permission slip. Only those children having the necessary form will receive a pill from an authorized administrator.

When an evacuation response is recommended, school driveways and access roads must be kept open for buses. If you must pick-up your child during such time, do not park in the fire lane located along the perimeter of the sidewalks as these are designated school bus loading/unloading areas. Enter the school building through the main door only and go directly to the Religious Education Office. Your child must be accounted for; therefore, you must sign the child out. Students are only released to parents or guardians or person designated on the child's emergency form. The child may not leave with anyone else.

Your child's KI Consent form is kept on record in the REO and will be referred to in the event of distribution of pills.

CALLED TO PROTECT PROGRAM

Praesidium's "Called to Protect" is a multi-media training program focused on matters of personal safety, abuse prevention, and the creation of safe environments for children in Preschool through 12th grade.

It does not replace the Virtus training for employees and volunteers, but is supplementary to that. This first-ever program designed specifically for parents and children in Preschool through 12th grade is based upon the latest child development research on how children and youth can best protect themselves.

Lessons will be given on Oct. 25th during regular class times. An e-mail with informational parent video will be sent January 3 to cover such topics as how offenders gain access to children, warning signs to look for in children and adults, and actions to take when noticed. The parent informational video is for parents new to our program and for those parents who missed the meeting last year. More information will be given to you in October through a parent letter via e-mail.

SAFETY PROCEDURES

For the safety of your children, both in the classroom and the parking lot, two sheriff deputies will be on the premises during class times. All doors to the school will be locked ten minutes after class begins. If you need to enter the school when the doors are locked, kindly use the doorbell which is located to the left of the main school entrance. Our primary concern is your child's safety, and the volunteer hall monitors will help with this procedure as well.

Overview of the Curriculum Cont'd

We want your children to experience God and His love with their whole body! Research reminds us that children learn best when they have hands-on experiences to go along with the words they hear. To do this, the children in all grades will be participating in mini-field trips/tours, and hands-on activities within the school, church, or local facility. These will help the children understand their faith more fully as well as help them to grow and serve. These sessions may involve art, music, skits, scripture reflection, sessions to learn more about Mass, and service opportunities. Our volunteers are either professionally trained in the area they are teaching, or have special gifts and talents based on their experiences working as a catechist. If you have a topic or talent that you would like to share, please contact Mrs. Regina Skrtic





ALL GRADES (1-5)
FAMILY PARTICIPATION

Below you will find important information regarding your necessary involvement in your child's PSR Program.

The calendar indicates one Family Service Program. This is to take place before our Thanksgiving break. This program is a special sessions that will give families an opportunity to experience possible guest speakers, hands-on activities, prayer services, and/or performances together. This session is a part of the PSR curriculum and attendance is expected the same as at all other classes. If a parent is not able to attend, please feel free to invite another important adult in your child's life to spend this time with him/her. If that is not possible, no problem, because the students will be attending the programs with their catechists, assistant catechists and classmates. All family members are welcome. We look forward to these opportunities to gather in faith together as we grow and serve!

SUSPECTED CHILD ABUSE OR NEGLECT
REPORTING POLICY

If you know, believe, or suspect that a child under eighteen years of age or person under twenty-one year's of age with a developmental disability or physical impairment has suffered or faces a threat of suffering any physical or mental wound injury, disability, or conditions of a nature that reasonably indicates abuse** or neglect of the child, you SHALL

- 1) Immediately report your suspicion to Lake County Department Job & Family Services @ 440-350-4000 or 440-918-4000 and/or the local municipal police departments and/or Lake County Sheriff's Department @ 440-350-5620. If a child's welfare or safety is in imminent danger call 911.
- 2) Immediately notify your Principal or Program Coordinator that a report has been made, or jointly make that call together.
- 3) After reporting your suspicion to civil authorities, report your suspicion to the diocese's Victim Assistance Coordinator at response.services@dioceseofcleveland.org or 216-334-2999 if the suspected abuser is a priest, deacon, religious, seminarian, representative, employee or volunteer of the diocese or of any parish or diocesan entity.

**Examples include, but are not limited to, physical abuse, sexual abuse, and emotional abuse.

Confidentiality:

The details of suspected and/or reported abuse are to be kept strictly confidential to the extent reasonably possible and should only be shared as necessary to comply with one's reporting obligations and the Policy.

_(Reviewed and approved by Kevin T. Burke, General Counsel for the Diocese of Cleveland—March 15, 2021)

DISCIPLINE POLICY

The purpose of our PSR program is to help the children grow in their faith through hands-on, creative, fun activities. We expect the children to participate in whatever way they are comfortable while also complying with guidelines set by the catechists. Because all children of the parish have the right to a religious education, it is important that we create an environment where children feel safe to speak, participate, and share their ideas. This is why maintenance of classroom rules is important for everyone. All children will be treated fairly and respectfully. All classrooms will have age appropriate guidelines that children will be expected to follow. Catechists will work with all children to help them understand and follow the rules. Catechists do have the right to remove a child and bring them down to the office if the situation cannot be appropriately handled in the classroom. The PSR Principal will then intervene and work with the catechist and student to resolve the issue. The parent will be informed of any incident requiring classroom removal. Our goal is to serve each child well and make accommodations when appropriate to ensure that every child is able to participate to their fullest potential.

CHILD SAFETY AND VIRTUS TRAINING

In compliance with the Catholic Diocese of Cleveland's Policy of the Safety of Children in Matters of Sexual Abuse (the "Policy"), all employees and volunteers at St. Gabriel involved in Youth Faith Formation who have contact with children have completed a volunteer application form, have been subjected to an Ohio Bureau of Criminal Investigations and Identification fingerprint criminal records check; and have been properly screened in accordance with the Policy. Each has attended a three-hour VIRTUS training session focused on child abuse prevention and on the procedures for reporting suspected child abuse to the proper authorities. In addition, all employees and volunteers are required to be familiar with the safety procedures covered in our parish safety policy. Young people aged 14-17 serving as Jr. Assistants need to be fingerprinted by the parish.

Praesidium's "Called to Protect" is a multi-media training program focused on matters of personal safety, abuse prevention and the creation of safe environments for children in preschool through 12th grade.

It does not replace the VIRTUS training of employees and volunteers, but is rather supplementary. This program is designed specifically for parents and children and is based on the latest child development research of how children and youth can best protect themselves.

POLICIES AND PROCEDURES

REGISTRATION PROCEDURE

To participate in our program, families must be registered, active members of St. Gabriel Parish, or receive permission from their Pastor to attend PSR here. PSR registration takes place annually. Families are required to fill out a new registration form on-line to re-register their child(ren) for the next year of classes. Information regarding registration will be e-mailed home and notices will be placed in the parish bulletin. No family will be turned away because of an inability to pay fees in any Religious Education program. In the event of financial difficulty, please contact Rachel Troha at (440) 354-7551.

PSR Grade 1-5 TUITION FOR 2021-2022:

One child - \$95.00

Two children - \$150.00

Three or more children - \$200.00

If financial aid is needed, please contact Rachel Troha in the Religious Education Office (REO), located in the school building—(440) 354-7551.

FORMS

For the safety of the children, all forms are required to be completed for each child registered in the program. We appreciate your cooperation in this regard.

ILLNESS/ACCIDENTS

Students who become ill or who are injured during a gathering will be brought to the Religious Education Office. Should it be determined that the child not return to class, a telephone call will be placed to the parent or guardian to that effect. Should medical attention be required, the child will be transported to the nearest emergency center for treatment after an attempt is made to contact the parents.

Please keep the Religious Education Office up-to-date on phone/cell numbers to assure you can be reached if needed. When a significant accident/injury or damage to property occurs, an incident report will be filled out by the catechist and all parties involved will sign and receive a copy.

SIGN-OUTS

When a student needs to leave before the PSR/Crossings gathering is over at 7:30 p.m., a note should be sent to the catechist stating the time that he/she will be picked up. Please come to the Religious Education Office to sign the child out, and a volunteer will bring your child to the office. Only adults listed on the "Authorized for Student Release Form" will be allowed to pick up a child unless a note is sent in or a phone call made to the REO.

ATTENDANCE POLICY

Consistent week to week and year to year attendance in our Parish Youth Faith Formation Programs is necessary for a child to achieve full growth in his or her Catholic faith. If your child misses class, an e-mail will be sent indicating the missed work to be completed at home before the next class session. We do take attendance each week

If a 2nd grader's attendance is in question, additional preparation time may be required to receive the sacraments.

Kindly call the Religious Education Office (354-7551)
if your child will be absent.

Please be ready to give the child's classroom
number, grade, or name of the catechist.

If there are special circumstances that occur during the year that will effect your child's attendance, please contact Rachel Troha. Our goal is to work together to meet the needs of each family.

CLASS CANCELLATION

When St. Gabriel Day School is cancelled due to inclement weather, PSR is cancelled for that evening. However, if inclement weather begins later in the day, a decision will be made no later than 4:00 PM. Listen to AM radio station WTAM 1100; television stations: WEWS-News Channel 5 or WKYC-Channel 3 for cancellation of PSR classes. Information regarding class cancellation will also be posted on the Parish website.