



# Parish School of Religion (PSR)

## Family Handbook

### PSR Goals

1. To assist parents in their primary roles as educators of their children.
2. To enable students to develop vital, personal relationship with God.
3. To present Jesus Christ as the central focus in the Christian message.
4. To teach Roman Catholic doctrine and the varied traditions of the Church.
5. To provide opportunities for service within the family, the faith community, and society.

### PSR Classes

Classes are held on Wednesday evenings, September-April, in the school building from 5:00-6:15 pm. To register for PSR, please go to <http://www.sjiparish.org/psr-reg>

### Sacramental Requirements for 2<sup>nd</sup> & 8<sup>th</sup> Grade

The PSR sacramental program has been designed with the focus on family participation, study of the sacraments, service, and celebration of the sacrament.

PSR aids the parents in preparing their child/children for receiving First Reconciliation and First Holy Communion in the second grade and Confirmation in the eighth grade.

Students entering second and eighth grades:

- Must have completed all prior grade levels of study in formal religion classes before entering into a sacrament year. If student has not attended all grade levels of formal religious instruction, whether it is in the PSR program or homeschool, the pastor will make a determination about the student's readiness for the sacrament class. The pastor may suggest that the student can go into a Sacrament class upon completion of a make-up program provided by the PSR.
- Must complete 1<sup>st</sup> grade and 7<sup>th</sup> grade in the PSR program.
- Must have a baptismal record on file.

It is necessary for students attending these sacrament grades to attend classes regularly, complete all assignments, and participate fully in the program. If a student misses more than 5 classes or does not complete all assignments, a conference will be held with the director, pastor, and teacher to assess the readiness of the student to receive the sacrament.

Parental involvement is very important in both of the sacramental programs. There will be parent meetings for each sacrament which one parent **must** attend, though both parents are encouraged to attend.

### **First Reconciliation Guidelines**

1. Act of Contrition prayer must be recited to either a priest, teacher, or PSR director prior to November 1 of the academic year the student will be receiving the Sacrament of Reconciliation.
2. At least one parent or guardian **must** attend the First Reconciliation parent meeting.
3. Students must complete all class assignments regarding Reconciliation.

### **First Holy Communion Guidelines**

1. Students must have completed all First Reconciliation guidelines.
2. At least one parent or Guardian **must** attend the First Holy Communion Parent meeting.
3. Students must complete all class assignments regarding First Communion.
4. Students must attend First Holy Communion practices.

### **Confirmation Guidelines**

1. Documentation of First Reconciliation and First Communion must be on file in the parish office.
2. Student and parent(s) or guardian must attend the Confirmation Enrollment Mass.
3. Student, sponsor, and parent(s) or guardian **must** attend the Confirmation meetings.
4. Confirmation Enrollment Contract signed by parent and student.
5. Complete 30 hours of service.
6. Complete the Saint paper.
7. Complete the Letter to the Archbishop.
8. Participate in the *Respect Life* writing contest.
9. Student **must** attend PSR classes regularly.
10. Student **must** attend Confirmation retreat.
11. If any of the above has not been met, a conference with the pastor, PSR director, parent and student will be required to determine if the sacrament may be received.

If your child has not:

- Been baptized
- Received First Reconciliation by the 2nd grade
- Received First Holy Communion by the 2<sup>nd</sup> grade

Please inform the PSR director and Pastor. Arrangements can be made to obtain proper religious education to receive these Sacraments.

## **Parent Information**

### **Attendance Policy**

Students in PSR are expected to attend classes regularly, complete all assignments and participate fully in the process of the PSR program.

- Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in PSR.

- Students missing more than five (5) classes and/or not completing assignments will earn an incomplete grade during the PSR school year. If a student misses more than 5 classes, a specific educational plan of action will be created to earn the opportunity for grade level success. The PSR director, teacher, and parents will then determine if the student has gained and attained the knowledge needed to be successful in the next grade level.

## PSR Calendar

The PSR calendar includes all confirmed PSR and parish community events. The PSR events scheduled are to enhance the PSR curriculum and help our students apply the Church's teachings in a meaningful way. To ensure that all students are engaged in an appropriate and unique grade level experience, each grade level has a special event or project specific to their grade. Please be aware that the dates can be subject to change but we will notify you of these changes as soon as possible.

We welcome all parents/guardians to attend PSR liturgical events.

## PSR Arrival and Dismissal of Students

- Students in grades K through 8 will line up in the church upon arrival.
- Students in grades K through 4 will be dismissed from their classroom after parental sign-out.
- Students in grades 5th through 8 will be dismissed from the cafeteria after parental sign-out.

Due to safety and communication needs all parents must sign their children out with the classroom teacher. Teachers will stay in the cafeteria or classroom until parents have picked up all students. If a parent is extremely late, the student will be brought to the school office. Students should not run in the school, around the gym, be on the stage, or be left unattended once they have been picked up from the teacher.

## PSR Community Prayer at Arrival

All teachers and students will join together at 5:00 pm to open with a community prayer in the church. Parents are welcome to join us for opening prayer.

*I believe what Jesus promised: "I have come that you may have life and have it abundantly." Thank you, Father, for sending Jesus to be my friend and my brother. Fill me with His Spirit that I may be strong and loyal in following Him. May I bring His joy and love to all I meet. May Jesus remain with me always so that I may be "Alive in*

## Prayer at Dismissal

Catechists close each class with a prayer. This could be any prayer or way of praying as the choice is up to the catechist. In grades where the students are learning a new prayer, the end of class may be a time to reinforce a prayer that is being learned one more time.

## PSR Discipline Policy: PSR Rules to Remember

- Students will listen, behave and speak in a respectful and kind manner to all staff and students.
- Students will respect others personal space by keeping their hands and feet to themselves.
- Students will respect the parish grounds, buildings, and all classroom items at all times.

- Students will turn cell phones off and place them in their backpack, purse, or pocket during the entire PSR session.

Please read over these rules together with your child(ren) before the start of the PSR school year.

## Virtue Based Restorative Discipline

Virtue Based Restorative Discipline Program is intended to help our PSR students grow in virtue and faith. While this program is used to build positive and faith based relationships among the staff and students, it also holds a restorative discipline component that will aid in any classroom issues or behavior situations that arise throughout the year.

## Behavior Intervention

Students are expected to behave in a respectful manner when at PSR. If a student disrupts the class teaching session, the following will take place:

- First time—in room redirection by teacher.
- Second time—student is asked to meet with teacher in hallway to discuss the cause of distraction, to create a plan for the remainder of the class, and to say a prayer together. The teacher and student will use the verbal plan created to help maintain a positive classroom environment.
- Third time—student is asked to go to the PSR director's office. Prayer and discussions that encourage accountability and responsibility will take place with the student and name, date and time will be documented. The second time the student is sent to the office, the parents will be required to come in and talk to the director regarding how to best meet the needs of their student, before student is let back into class. All meetings will start with a VBRD circle and end with a restorative VBRD component.
- In an effort to keep all behavioral problems confidential, teachers will give parents a behavioral slip for students who had to be redirected multiple times during instruction or had to visit the office. In most situations, the behavior slip is just a confidential way to let the parent know about the student's behavior and to encourage parents to talk to their child about behavioral expectations in the PSR classroom. If a parent meeting is needed, the teacher will make a request. Parents are also encouraged to request a meeting at any time.

## Dress Code for PSR

Students are asked to dress appropriately for PSR. Children wearing clothing that is deemed as immodest, inappropriate, or offensive will be sent to the office so a parent may pick them up or bring them appropriate clothing.

## Disabilities

Please let the PSR director know of any physical or educational disabilities your child may have. This information is confidential and will only be shared with your child's teacher. Accommodations will be made to make sure your child has a very positive experience while attending PSR.

## Medications

Please let the PSR office be aware of any medications your child is taking. This information will be kept confidential. No type of medication will be given to your child while attending the PSR program unless for life threatening purposes. If your child is feeling ill, we will make all efforts to contact the parents as soon as possible.

## St. Joseph PSR Report Cards

Report cards are each given twice throughout the year.

- The first progress report will be given in October and a Parent/ Teacher Conference may be requested, if needed.
- The first report card will be given out at the end of the first semester when the parent comes to sign their child(ren) out.
- The second report card will be given out at the end of the second semester class when the parent comes to sign their child(ren) out. The final report card will be mailed to the parents with any final paperwork if the student is not in attendance.

Report cards will be a reflection of the student's understanding of the grade level curriculum, attendance, and behavior. Any concepts on the report that have not earned "satisfactory" at the end of the second semester will be the parents' and student's responsibility to work on over the summer. It is imperative that all students have a satisfactory understanding of the grade level concepts to have the appropriate foundational skills for the upcoming grade level.

## St. Joseph PSR Inclement Weather Procedures

Although every effort will be made to cancel PSR as early as possible due to inclement weather, there may be situations that make the call to cancel as late 4:30 pm on a Wednesday evening. In the event of inclement weather, PSR will be canceled in the following ways:

1. Local T.V station will be contacted with cancellations.
2. Email will be sent out to PSR parents.

Please be aware that if St. Joseph school, Windsor or Fox schools cancel DO NOT ASSUME that the St. Joseph PSR classes have been canceled.

Classes will not be dismissed early if the weather turns bad during class. Parents may pick up their child(ren) early.

## Prevent and Protect STL

The Archdiocese of St. Louis has developed a new system for safe environment compliance called Prevent and Protect STL. Everyone ministering to minors and vulnerable adults (clergy, employees and volunteers) in the Archdiocese is required and asked to register in the new system. In addition to attending a live Protecting God's Children workshop, all clergy, volunteers, and employees will register for an updated background screening, view two new online training modules on abuse reporting and the Code of Ethical Conduct, and agree to the updated Code of Ethical Conduct.

## Parent Responsibility

Recognizing the PSR as a partner in the religious education of their children, it is expected that parents demonstrate support for the PSR and parish at all times. This includes written, oral, and electronic communications among parents as well with persons outside our parish community. Questions and concerns that arise should be directed to the classroom teacher and PSR director.

## St. Joseph PSR Administration

Pastor: Fr. Daniel Shaughnessy at frs@sjiparish.org

Director: Torri Halbert at 636-464-1013 x402, 314-363-8477 or psr@sjiparish.org

## St. Joseph PSR Discipline Policy Parent Notification

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please talk to your student regarding the rule that has been circled, as it was not followed to the best of the student's ability tonight in class.

1. Students will listen, behave, and speak in a respectful and kind manner to all staff and students.
2. Students will respect others' personal space by keeping their hands and feet to themselves.
3. Students will respect the parish grounds, building, and all classroom items by not touching, using, or writing on any objects without teacher permission.
4. No gum, food, or drink is allowed in the school unless it is given to the students by the teacher or PSR director.
5. No cell phones are allowed to be out while in the classroom.

### Behavior Intervention and Communications

Students are expected to behave in a respectful manner when at PSR. The circled disciplinary action was taken tonight:

First time: In-room redirection by teacher.

Second time: Student is asked to meet with teacher in hallway to discuss the cause of distraction, to create a plan for the remainder of the class and say a prayer together. The teacher and student will use the verbal plan created to help maintain a positive classroom environment.

Third time: Student is asked to go to the director's office. Prayer and discussions that encourage accountability and responsibility will take place with the student and name, date and time will be documented.

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