

St. Charles Borromeo Religious Education



*Family Handbook
2015-2016*

Parish Mission Statement

We, the St. Charles Borromeo Parish family, are called by virtue of our Baptism, to be a sign of Jesus Christ. We are sent to foster the growth of God's kingdom by praising God, serving others, and proclaiming the Gospel.

Religious Education Mission Statement

***Together we come to know
And be in relationship with Jesus
Christ.***

Together we participate in Catholic worship.

Together we respond with Christian service.

Together we learn through religious education programs.

Together we worship.

Together we serve.

Together we learn.

PHILOSOPHY OF THE PARISH SCHOOL OF RELIGION

The primary environment for learning about the Catholic faith and its traditions is within the family, for the parents are the primary educators of their children. St. Charles Borromeo Parish School of Religion assists the parents in this continuing endeavor. As stated in *To Teach as Jesus Did, A Pastoral Message on Catholic Education*, (National Conference of Catholic Bishops, Nov. 1972),

“In the family children learn to believe what their parents’ words and example teach about God, and parents enrich their own faith by participating in the formal religious education of their children.”

The Parish School of Religion teaches the message of God’s love as written in the Gospel, which calls us to action through community service and through the development of respect for ourselves and for others. We invite all believers to grow in faith and worship together in celebration of the Word and Eucharist from which we are nourished and renewed. It is hoped that through their educational experiences in the Parish School of Religion the children will deepen their love for God and seek peace and justice as they mature.

The Parish School of Religion emphasizes the importance of prayer and Christian community by bringing the children together to pray and to worship God, and by helping the children to grow in their faith.

Through personal witness, outreach and evangelization, we share our gifts in humble service to the Christian community and the world, as we strive to grow in the likeness of Christ.

POLICIES AND PROCEDURES

Class Times

Preschool classes are held during the 8:30 am Sunday Mass. Kindergarten thru Pre - Confirmation classes are held from **9:45 to 11:15am** on Sunday mornings; Confirmation Classes are held until 11:25am on Sunday mornings and are subject to be rescheduled based on Family and Youth Masses on the second and fourth Sundays of each month. PSR classes are not a substitute for Mass. Families are encouraged to attend the 8:30 Mass and bring their children to class afterward.

Students are expected to bring their book, folder or notebook, homework and Bible and be ready to begin class at 9:45 am.

Admission and Registration

The Parish School of Religion (PSR) is open to registered parishioners whose children attend public school in grades K-high school. At registration, a baptismal certificate and any other sacramental information is needed along with the completed registration form. Registration is considered complete when a family is registered in the parish, a baptismal certificate is on file and at least a partial payment is made. Tuition assistance is available for families in need. No family will be refused admission for inability to pay fees. Financial arrangements and considerations can be made through the PSR office.

Registration for the 2015-2016 year will take place in the spring of 2015 and is due by May 18, 2015. A \$25 late fee will be applied to tuition for returning families registering after August 1. Families new to the parish or those enrolling kindergarten students may register after May 1.

Current PSR registration fees for Preschool through Confirmation are:

One student	\$135.00
Two or more students	\$165.00
Confirmation (Private schools/home school *)	\$25.00

* Eighth grade students attending private or home schools who are preparing for Confirmation at St. Charles Borromeo are expected to attend all PSR classes from the beginning of the Immediate Confirmation Preparation program in the 8th grade year until they are confirmed, and participate in all Confirmation events held during the year.

Tuition payments can be paid in full or made through payment arrangements. Those choosing to pay in installments will be charged an additional \$3.00. This additional fee is to cover the cost of postage and paperwork. Those making payments are asked to pay the first payment when registering. The remaining payments are due as follows:

3 Payment Plan (2015/2016 school year):

1 st payment	due when registering
2 nd payment	due May 31 st
3 rd payment	due August 31 st

Attendance Policy

Regular attendance is important to your child's education. Please call the office, 946-2916 if your child is going to be absent. An attendance record is kept on each child, and students missing class will be asked to make up class work. The teacher will report excessive absences to the Religious Education office, at which time a meeting will take place to discuss how material can be made up. Please inform us in writing if you need to remove your child from the program for any reason.

Students should not arrive at school any earlier than 10 minutes before classes. All students must wait outside the Religious Education office until given direction to proceed to their classroom. There should never be students inside a classroom without a teacher or adult volunteer present. Being on time is important to the continuity of good education and teaches the child responsibility. Classes are only one hour and thirty minutes, so it is important that the student arrive on time. Students arriving after the bell will be counted tardy.

Late Arrivals

If a student arrives late, he/she needs to stop by the office to get a Late Arrival slip, and to be removed from the absentee list. A student who goes to his/her classroom without a Late Arrival slip will be asked to return to the office before entering the classroom. While occasional lateness may be unavoidable, excessive tardiness disrupts the classroom and will need to be addressed.

Early Dismissal

If a student needs to leave class early, a parent will need to stop at the office to sign the early dismissal book, indicating the exact time of checkout. Students will be retrieved from their classroom by a member of the Religious Education staff. Parents are not permitted to walk to the classroom to remove their child.

Participation at Mass on Sundays and Holy Days of Obligation is expected of all students.

Participation in the sacramental life of the Church is the very heart of our faith. The Catholic teaching and training your child receives in the Parish School of Religion needs to be rooted in the parish worship at Mass.

Cancellation of Classes

Should inclement weather cause classes to be cancelled, a message of cancellation will be announced on a recording from the PSR Office **946-2916**, or listen to radio station KMOX 1120 AM, or KMOV Channel 4 TV.

PLEASE DO NOT CALL THE RECTORY

“Drop Off” and “Pick Up” Policy

Please enter the gym parking lot on 5th Street. Proceed to the school entrance doors to drop off your children. Exit the parking lot using the north 4th Street gate. If you need to come into the building, please park in a space provided. Be responsible for bringing your children carefully into the building.

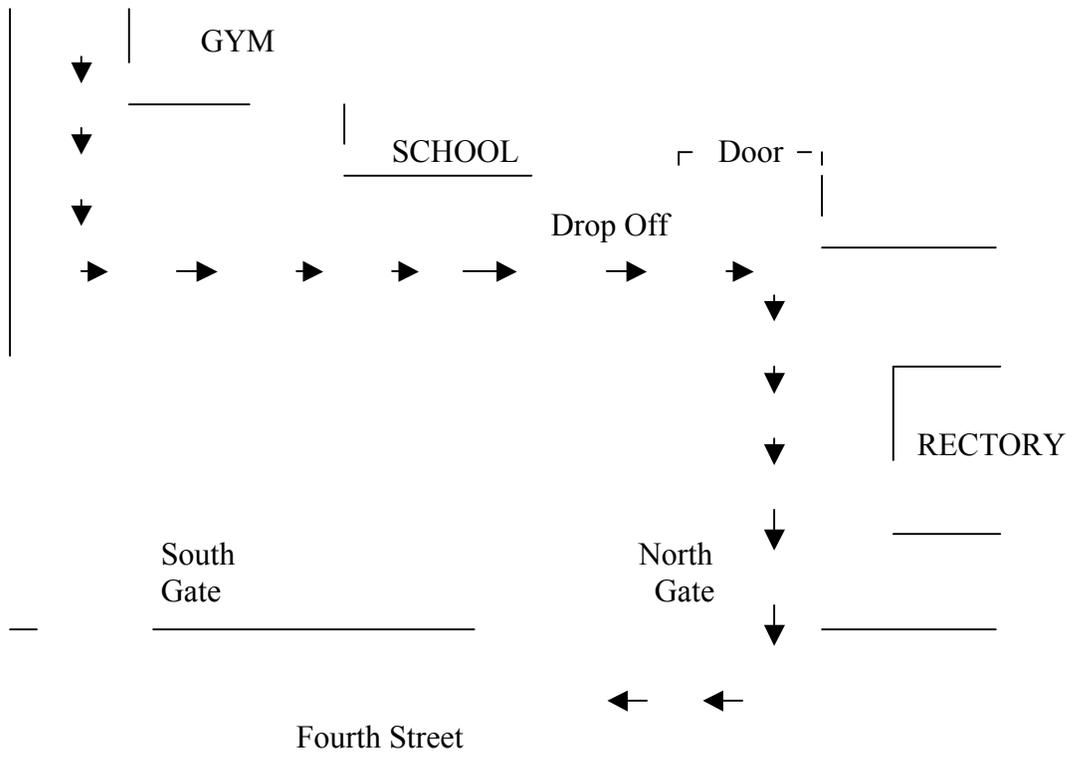
If you attend the 8:30 am Mass, you may enter the school building through the west cafeteria door.

Doors on the “top parking lot” off 5th Street will not be unlocked during PSR classes.

Classes end at 11:15am. To pick-up your children, please enter the gym lot using the 5th Street entrance. Use the marked spaces for parking. For ease in exiting, parked cars should face north to avoid backing up. Exit the parking lot using the north gate. Please stress to your children to **walk** in the parking lot (no running). Please instruct them to be attentive to the traffic director and moving cars.

To enter the school building, parents should use the lower floor entrance, near the Religious Education Office. Children in Kindergarten, 1st and 2nd grades must be picked up in the hallway by a parent.

Children in any grade cannot be left alone to wait for parents so please be prompt. If you are late, the children will be waiting in the Religious Education Office.



Absentee Procedures

If your child is unable to attend class due to illness or family emergency, please call the Religious Education office at 946-2916 to report the intended absence. Give the student's name, grade, teacher's name and reason for absence. The student's name will be added to the "Excused Absentee" list. At the beginning of each class, teachers will send to the office a list of the absent students. Excessive absences will need to be made up in order for your child to advance to the following grade. Let your child's teacher know if he/she will be missing several classes due to sickness or unavoidable circumstances, so that make up work can be done.

Emergency Safety Procedures

To assure the safety of each student in the event of fire, tornado or earthquake, students and teachers will practice emergency procedures.

Classroom Parents

Parents are asked to participate in each class at least two times during the year. Signups are held the first several classes of the session. Parents will assist the Catechist however they are needed. Compliance with the directives of the Archdiocesan Safe Environment Program is required. Please check with the Religious Education office for more information.

Volunteers

Volunteers are always needed and appreciated during the PSR year. Parents may volunteer in any of the following areas: parking lot attendant, hall monitor, room parent, teacher aide, office aide, registration help, special events, service projects, phone calls, catechists, confirmation retreat, liturgies, or being a substitute teacher. **To learn more or to help in any of these areas, contact the Religious Education office, 946-2916.**

All volunteers need to sign in at the Religious Education office and receive a volunteer badge they will wear that day. Compliance with the directives of the Archdiocesan Safe Environment Program is required. Please check with the Religious Education office for more information.

Dress Code

Dress during the PSR classes should be modest and respectful. There are times when students will go to church and appropriate clothing should be worn. Girls' attire should be modest and high necked enough that no cleavage can be seen. No

- Undergarments showing
- Short shorts
- Mid-drifts
- Low-cut, or spaghetti strap tops for the girls.

Students wearing t-shirts deemed inappropriate will be asked to turn them inside out. No hats,

no gum chewing.

Sacramental Preparation

Students are prepared for **First Reconciliation** and **First Holy Communion** traditionally in the second grade. To assist the parents in their role as the primary educators of their children, a mandatory meeting is scheduled before each of these two Sacraments. All parents are expected to attend these two meetings. If they do not, they jeopardize the reception of the Sacraments to their children. *Students must have received at least one year of formal religious education the previous year; therefore, first grade is required in PSR.*

Students begin immediate preparation for the **Sacrament of Confirmation** in the winter of 8th grade. Candidates are then confirmed during the 8th grade. In order to be admitted to the Confirmation class, the student **must** have received *at least* one year of formal religious education the previous year. Several parish and community service projects are required of each candidate before reception of the Sacrament. This is explained in more detail at the two mandatory parent meetings held before the reception of the Sacrament. All parents are expected to attend these two meetings. If they do not, they jeopardize the reception of the Sacrament to their children.

Additionally, students may only have three excused absences during the sacramental years. If they miss more than three, a meeting with the Pastor is required.

Chastity Education

Students in grades 4-8 will participate in a Chastity Program composed by the Archdiocese of St. Louis, entitled "God's Own Making." Any student who is new to the program needs a permission slip signed by a parent or guardian. Once a permission slip is on file it will remain on file for the remaining years the child attends. A parent meeting will be held before the program begins to discuss any questions and/or concerns parents might have. A complete outline and teacher manual is available in the Religious Education office for any parent to review.

Safe Touch Program

Children in all grades will be given guidelines on child safety issues. Information taught is available to parents in the Religious Education Office.

Cell Phones, Electronic Equipment, Pagers, Etc.

Radios, personal stereos, head phones, cell phones, pagers, laser pens and electronic games are not to be carried or used during class time. These items will be taken away and may be picked up by a parent from the Director.

Conduct in Church

PSR classes will attend Mass on the first Sunday of the Month, at the 8:30 Mass beginning in

November. Additionally, throughout the year students will go to church, either as a class or as an entire school. Appropriate behavior and a respectful attitude are expected. Students should use the holy water font to bless themselves with the sign of the cross. Before entering and leaving the pew, each student should genuflect by facing the tabernacle and kneeling down on one knee while making the sign of the cross. Students are expected to participate in the liturgy by word, song and active listening.

Liturgy

Several liturgical and sacramental opportunities are available throughout the school year. Children in grades 2-8 will have the opportunity to receive Reconciliation during the season of Lent. In addition to the prayers in the classroom, children will attend prayer services at various times throughout the year.

Christian Service

All students can participate in various service projects sponsored by the PSR and supporting various organizations. Students and families are encouraged to bring in canned goods monthly for the St. Vincent DePaul Food Pantry. We also support a Sock and Mittens Drive in December and a Baby Shower collection in March.

Parent/Catechist Conferences

A parent may request a conference at any time during the school year. Formal conferences will be held in December for first grade, First Reconciliation and Confirmation students.

Written Communication

Catechists send home letters almost every session. Please ask your child/ren if they have any paperwork from the catechist.

A monthly **NEWSLETTER** will be sent home oldest/only child. Newsletters contain highlights of upcoming events and important information for parents. Please read it carefully.

Assignments

Your child will receive Liturgy materials the first day of class. Please make sure you check his/her materials each week, and go over any necessary information such as handouts, chapters, or prayers your child has to learn. Younger children need to consistently practice in order to memorize their prayers. Older students may have assignments by the teacher. Since PSR is only one session per week, it is easy to forget what is required from one week to the next. It would be helpful to set aside a specific place for religion books and folder, and a specific time when your child can read the chapter or work on assignments.

Classroom Materials

St. Charles Borromeo Church provides age appropriate textbooks, folders, pencils, art and educational supplies to assist in and enhance learning. Catechists provide all appropriate materials to complete in-class work. Lost materials will need to be replaced by the family at a cost of \$15.00 per textbook. **PSR students should respect the property of the full-time school and individual student materials of full-time school learners. *Please reinforce this with your children.***

Safe School Policy

Because St. Charles Borromeo Parish School of Religion seeks to provide a safe learning environment for the members of our community, violence will not be tolerated. Our goal as a Christian community is to reflect Gospel values. These include an emphasis on the dignity of all persons, which is necessary for respect, the interdependence of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice. Violence is inconsistent with the unity and peace that are essential to living the Catholic faith in our community.

Violence consists of words, gestures, or actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, or anything which could be construed as a weapon, and theft or vandalism of property.

All reported or observed instances of violence and threats of violence, whether they occur on or off the Parish School of Religion premises, will be addressed in a timely and serious manner. The safety of students, faculty, and staff is the paramount consideration when decisions are made concerning the discipline of persons who violate this policy.

Students and parents/guardians are encouraged to immediately report concerns regarding potential acts of violence to the teacher who will report to the Director.

Parents can expect that while their child(ren) is/are in PSR class, the students will be treated with respect, and Christian care. Teachers, while seeking to create an orderly environment, will respect the dignity and personhood of each student. In turn, parents are expected to treat catechists, administration, parent volunteers and students with the same courtesy and respect.

Discipline

St. Charles Borromeo uses an assertive method of discipline, emphasizing the positive in each child. The essence of Christian behavior is respect of all and an inner spirit of self-discipline. The student needs to be responsible for his/her own behavior and respectful of others and their property. We strive to be positive, consistent and fair with all students. We ask that students come to class on time, be prepared with homework and class materials, and pay attention and follow directions during class. Each teacher will clearly communicate, visually with charts and verbally, what he/she needs in order for the students to learn. Students will be made

aware of the expectations of the teacher and what the consequences of their behavior will be. Attention is given to the student who follows the rules rather than to the one who breaks the rules.

These SCHOOL RULES will be enforced along with any rules established by the teacher:

- Respect will be shown to teachers and fellow students
- Textbooks, school supplies and properties are to be treated with respect
- Contents of desks are never to be disturbed
- Gum is not allowed on the school grounds
- Hats are not to be worn in the classroom or church
- All trash should be placed in the trashcan

Students are rewarded for positive behavior, but they are also made aware of the consequences of disruptive behavior. Disrupting class so that the catechist is unable to teach (such as talking out, disrespectful language, disrespect toward teachers and other students), a warning will be given. If a student is disrupting class such that the catechist is unable to teach, the student will be sent to the Religious Education Office. If there is a second disruption, **the parent will be called**. Any student sent to the Religious Education Office will be responsible for completing the class and homework.

Negative Student Behavior/Attitude

Students are at PSR for one hour and fifteen minutes each week and so any behavior deemed detrimental to the education of a child and/or whole group of children cannot be permitted. Teachers will handle common behavior problems in the classroom as they occur. If the student at any grade level does not respond to the corrections of the teacher, and/or shows no improvements, the child will be referred to the Director for an office visit. A meeting with the parents, child and Director may be necessary.

There will be NO TOLERANCE at PSR for

- Fighting – including punching, kicking, biting, pushing and hitting
- Foul, vulgar, or profane language
- Harassment
- Obscene gestures or pictures, whether written or spoken/acted
- Possession of drugs, alcohol, cigarettes, lighters or weapons
- Sexual misconduct or harassment – including physical contact, indecent exposure, teasing with sexual innuendoes, or demeaning notes or actions
- Vandalism – any vandalism will require 2 hours of service work and full payment of damages
- Verbal abuse – written or spoken words that are demeaning to another person (student or teacher/staff), intimidation, defiance

Students who engage in any type of these behaviors will receive an immediate office visit with parents being called.

PSR Parent Advisory Board

The PSR Parent Advisory Board consists of parents, grandparents, and catechists who are committed to the religious education of their children. They will act in an advisory role for the DRE of the Parish School of Religion. For information about the Parent Board, please contact the Director.

PRAYER IN OUR SCHOOL

Prayer is an important part of our school. Our Catholic faith is rooted in deep prayer Traditions. The Catechism of the Catholic Church states:

The memorization of basic prayers offers an essential support to the life of prayer; these prayers are a treasury of our faith; and memorized prayers represent the foundation from which the prayers of our heart can build”.

The following is a list of prayers to be memorized by the students, the grade level at which the prayers are to be introduced for the first time, and the grade level at which the prayer should be memorized. Students are responsible for knowing all of these prayers and practices from their current grade level and earlier grades. It is okay if they work ahead! Children receive a prayer book with grade level prayers in kindergarten, or during their first year of PSR. Memorization of prayers will be noted in this book. Students are expected to keep these books, using them from one year to the next. A \$5 fee will be charged if a student needs a replacement book.

One of the best ways for children to learn these prayers is to say them every day. Parents are also encouraged to volunteer with the learning of the prayers in the classroom. Students and parents should refer to the **Catholic Prayers and Practices for Young Disciples** book for the complete wording of each prayer.

Students are provided one **Catholic Prayers and Practices for Young Disciples** book at the beginning of their PSR career. Students who misplace or lose this book are charged \$5 for replacing.

Grade	Prayers to be learned	
Kindergarten	<input type="checkbox"/> Sign of the Cross <input type="checkbox"/> Blessing with Holy Water	<input type="checkbox"/> Hail Mary <input type="checkbox"/> Guardian Angel Prayer
1 st grade	<input type="checkbox"/> Grace Before Meals <input type="checkbox"/> Grace After Meals <input type="checkbox"/> Our Father	<input type="checkbox"/> Glory Be <input type="checkbox"/> Simple Mass Responses <input type="checkbox"/> 10 Commandments (simple form)
2 nd grade	<input type="checkbox"/> Basic Mass Responses <input type="checkbox"/> Act of Contrition <input type="checkbox"/> 7 Sacraments	<input type="checkbox"/> Act of Faith <input type="checkbox"/> Act of Hope <input type="checkbox"/> Act of Love
3 rd grade	<input type="checkbox"/> Rosary - how to say it <input type="checkbox"/> Memorare <input type="checkbox"/> Hail Holy Queen <input type="checkbox"/> Fatima Prayer	<input type="checkbox"/> Rosary - Joyful Mysteries <input type="checkbox"/> Rosary - Sorrowful Mysteries <input type="checkbox"/> Rosary - Glorious Mysteries <input type="checkbox"/> Rosary - Luminous Mysteries
4 th grade	<input type="checkbox"/> 10 Commandments <input type="checkbox"/> Prayer to St. Michael the Archangel	<input type="checkbox"/> Stations of the Cross <input type="checkbox"/> Morning Offering
5 th grade	<input type="checkbox"/> Rituals and Prayers for Sacraments	<input type="checkbox"/> Prayer of St. Francis
6 th grade	<input type="checkbox"/> Apostles Creed	<input type="checkbox"/> Angelus
Pre-Confirmation & Confirmation	<input type="checkbox"/> Nicene Creed <input type="checkbox"/> Prayer to the Holy Spirit <input type="checkbox"/> Confirmation Rite Responses	<input type="checkbox"/> 7 Sacraments (Name whether sacraments of Initiation, Healing, Service) <input type="checkbox"/> Come Holy Spirit Prayer

Cut along dotted line and return to student's teacher no later than September 20, 2015



I have received and read the PSR Family Handbook and have discussed the contents of the handbook with my children who attend PSR. I understand if my child misplaces a Prayers Book, Text Book or Bible, there will be a charge to replace each item.