



FAMILY
HANDBOOK

Revised 2024

*Most Sacred Heart Parish
School of Religion Family Handbook
2024-2025*

Mission Statement

Most Sacred Heart Parish School of Religion is committed to:

- Developing dedicated followers of Christ within the Catholic Church
- Providing quality faith formation for children in grades Kindergarten through 8.
- Promoting responsible citizens of a diverse global community
- Celebrating individual talents.

Philosophy and Goals

We are dedicated to promoting and supporting the fourfold mission of Catholic Education:

- Message of Jesus
- Life in Community
- Worship with one another
- Service to Others

We teach the Good News of the Gospel and strive to prepare our young people to love and proclaim the Good News of Christ. It is our desire to instill in the students the importance of worshiping God respectfully and teaching them the value of service to one another, to people in the parish community, outside the parish and the broader world community.

We believe the students will learn valuable, essential, life-long lessons as we endeavor to develop in our students the following:

- Desire to learn, live, and value their Catholic Faith
- A practice of prayer and worship in their life.
- An appreciation for the lives of the Saints and of Catholics living their faith today on a daily basis.
- Dedication to work to their fullest potential.
- To acquire self-dignity and a Christian love and respect for all humankind.
- Use of their religious background to think critically when facing various situations, particularly when facing the challenges of living in an ever-changing and diverse world.
- As a practice of our faith, we have respect for our earth and an awareness and concern for global issues.

Parent's Roles and Responsibilities

At Baptism, parents receive the call from God to evangelize their children, as here summarized: *"You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the*

practice of the Faith.You will be the first teachers of your child in the ways of the Faith. May you be also the best of teachers, bearing witness to the Faith by what you say and do, in Christ Jesus our Lord."

Parents are the first and foremost catechists of their children. They catechize informally but powerfully by example and instruction. They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living in its spirit and by fostering justice and love in all their relationships. (National Catechetical Directory)

As parents, you shall make every effort to:

- Provide example and opportunity for frequent reception of the sacraments, especially Holy Eucharist and Reconciliation.
- Include prayer in your daily home life.
- Encourage discussion of faith with your children.
- Assure your child's attendance and punctuality at PSR classes.
- Monitor assignments of each class period. Review each PSR class activity, lesson and procedure with your child.
- Adhere to School Board Policies and ensure your child understands and adheres to Classroom Policies.

Communication

Communication between home and PSR is encouraged and beneficial for all. The CRE's office is accessible by phone: 636-938-9507 or email: cre@sacredhearteureka.org. Catechists are encouraged to have communication with the parents and this communication needs to be CC'd to the CRE..

Registration Policy

Most Sacred Heart Parish welcomes all children and families to the faith formation process in the Parish School of Religion. No child will be refused PSR classes because of the inability to pay. Contact the CRE if special arrangements are necessary. Registrations are accepted on a first-come, first serve basis. Registrations will not be accepted until:

- Family is registered in a parish
- Registration form and payment or payment plan form is completed in full, signed and received by PSR office through the Faith Enroll website: sacredhearteureka.psrenroll.com
- Copy of baptismal certificate and any other sacramental certificates must either be received by the PSR office through email or a paper copy.

Day of Class Change Policy: We understand that the need to change class days may happen to a family during the year. Each family may only change

days ONCE throughout the school year!

Class Schedule

Grades: Kindergarten through 8th grade:

Session I: Sunday, 10:30am – 11:30am

Session II: Monday, 5:30pm – 6:30 p.m.

Class Sizes

PSR tries to maintain a maximum number of students in each class of 24 or less students.

Tuition and Fees

One student - \$300.00

Two students - \$500.00

Three or more students - \$700.00

These fees enable us to offer our catechists a stipend for their hard work and dedication. They defray the cost of textbooks and supplies. Payment must be made at time of registration either by check, credit card, or electronic monthly payments over six months.

New Students

Kindergarten students must be 5 years of age on or before July 31. New students coming into PSR at 2nd grade level or higher must show proof of prior religious education before being placed in their grade level. If necessary, home study will be provided to help bring the student to grade level. A copy of the child's baptismal certificate and any other sacramental certificates is required if the sacraments were not made at Most Sacred Heart Church.

Parental Plan

If a legal parenting plan has been issued by the state, a copy needs to be on file in the PSR office.

Parent Witness Statement

All parents are required to read the Parent Witness Statement located in the registration packet, family handbook, and on the website: sacredhearteureka.psrenroll.com.

Media Authorization

Most Sacred Heart PSR is required to have a yearly release from your family. The media authorization form is part of Faith Enroll process. sacredhearteureka.psrenroll.com

Classroom Policy

Most Sacred Heart's goal is for the students to learn about their faith in an atmosphere that is orderly and relaxed, one which ensures a well-disciplined and educationally conducive environment. We believe that all students can behave appropriately in the classroom and we will not tolerate a student stopping a catechist from teaching and/or other students from learning. Therefore, the following classroom rules have been established:

- Respect is to be shown to the catechist and other students at all times
- Food and beverages (including gum) are allowed for special occasions in the classrooms
- Inattention or disruptive behavior will not be tolerated
- *Operation of cell phones and/or other electronic devices in the classroom is prohibited*
- School property is to be cared for at all times. Students may never remove items from the desks that they occupy.
- Classroom furniture and materials must be returned to their original location

Classroom Discipline Policy

A general policy for violation of classroom policies is:

- A verbal warning will be given first (Catechist will speak to student outside of class.)
- Catechist will inform the CRE of the issue. Catechist will speak to the parents.
- If the student is involved in a second incident, the student will be dismissed from the classroom to be supervised in the office until the end of class. During this time, the CRE will speak with the parents as well as the student.
- If a student repeatedly interferes with the learning process, a second conference will occur with the CRE, student and the parents until a satisfactory resolution occurs for all parties.
- After the second conference, if there is another incident, CRE will have a discussion with the Pastor or his representative regarding removal of student from the classroom setting. An alternative study arrangement will be provided for the student if at all possible.

Attendance Policy

Since the lessons for PSR are presented in a sequential pattern, children benefit by regular attendance and are expected to attend each class. A parent should call the PSR office to notify the Coordinator of Religious Education (CRE) of an absence. If a child misses 2 consecutive lessons, parents need to contact their child's teacher in order to help their child complete any missed work.

Each student is limited to no more than 5 absences. If it is necessary to miss any additional classes, permission must be received from the CRE or pastor and the student will be required to complete the grade level book and online tests before advancing to the next grade level. Any student missing 10 or more classes must meet with the CRE along with their parents to reconcile the situation before promotion to the next grade level. The student may be required to repeat the grade.

Students who enroll, but do not start PSR on the first day of class will be counted absent for all days missed unless proof of attendance at another Catholic religion program is received.

Early Dismissal Policy

Parents must obtain approval from the PSR Office to remove their child(ren) from PSR prior to dismissal. Parent must go to main office of the school to have their child called out of class from PSR prior to dismissal.

Tardiness Policy

Tardiness disrupts teaching and learning. Classes begin promptly at 10:30 a.m. on Sunday and 5:30 p.m. on Monday. Please plan to arrive on time.

Safety Policies

Most Sacred Heart Parish shall provide a safe learning environment that reflects the Gospel message of Jesus Christ. No student in PSR shall be subjected to any form of harassment or violence. Children and parents are encouraged to report any concerns to the child's teacher or CRE. All reported or observed incidents will be investigated thoroughly and promptly. Appropriate disciplinary action, up to and including suspension, expulsion and legal action, will be taken.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an offensive learning environment. Harassment includes verbal, physical, or visual conduct.

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

Child Safety

All PSR staff and volunteers are required to attend the Archdiocese *Protecting God's Children* program which provides the information and skills necessary to prevent child abuse.

Children will be given the opportunity to attend the Archdiocese *Safe Touch* program that discusses touching safety and effective responses to unsafe touches. Additional information regarding this program is

available upon request. Once a year for the safety of the children and the volunteers, there will be appropriate drills performed during PSR. In this way, everyone in the building will know what to do if such a situation should occur.

Protecting God's Children

The Archdiocese of St. Louis provides the sexual abuse prevention program "Protecting God's Children" to all parishes and Archdiocesan entities. **All Archdiocesan employees and volunteers who work with children are mandated to attend this program.** For a schedule of classes follow the link: www.preventandprotectstl.org click on Protecting God's Children. The class is approximately three hours long. At Most Sacred Heart, parents are scheduled to be hall monitors. All parents are encouraged to attend the prevention program

Safe Touch Program

This program is conducted by a trained catechist who will implement the Archdiocesan *Safe Touch Program*. The program will be presented to all grade levels (1-8). This program is required by the Archdiocesan guidelines for a safe and healthy environment for our children.

This is a school based curriculum that contains practical information to assist children to protect themselves from dangers in today's world. There is information that can be shared with parents who are interested with details. As primary educators of your children, parents can opt out of the program. If you choose to do so, parents need to contact the PSR office and request a form that needs to be completed and signed by parent/guardian.

Homework

Homework provides an opportunity for the children to continue to put their faith into practice. We encourage all families to continue praying together as a family & attending Sunday Mass on a regular basis.

Textbook series

Christ Our Life - Loyola Press

The textbook series features a topical curriculum, which means that presentations are simple and adapted to the capacity and experience of young children. Lessons will build upon each grade level's previous teaching, following a pattern of continuous growth in depth and scope. Each year there is a major emphasis, all of which correspond to the four pillars of the Catechism of the Catholic Church. The four pillars are Doctrine, Worship, Morality and Prayer. For additional information regarding the curriculum, go to the publisher's website,

www.loyolapress.com/faith-formation/christ-our-life/christ-our-life-2016 , then choose "Family Resources", choose your child's grade level for

interactive review's of the lessons taught.

Books and supplies

A textbook will be provided for each student at the beginning of the year. If a child loses his/her book, it must be replaced at a cost of \$25. Pencils, paper and all other supplies are available in the classroom and are included in the registration fee. Specific teacher requests may be made during the year for class projects.

Progress Report

The school year is divided into two semesters. Progress reports will be filled out by the catechist. The progress reports will be given to the PSR office so the original will be kept on file and a copy given to the parents during the last class of the semester. If there is a student who is not showing satisfactory progress, the catechist needs to inform the CRE. Appropriate measures will need to be outlined. If needed, a parent conference will be scheduled with the child's teacher.

Sacramental Preparation

Meeting for parents of children receiving Sacraments will be scheduled and parents will be informed well in advance. At least one parent per child must attend.

Cancellation of Classes

In the event classes are canceled due to inclement weather, an email and text alert will be directed to all parents through Faith Enroll system. Typically, if Rockwood School District cancels classes, we will cancel as well.