

# Immacolata Parish School of Religion (PSR) Parent / Student Handbook

## Administration

The Immacolata Parish School of Religion (PSR) is operated under the auspices of Immacolata Parish, in accord with the policies and procedures of the Archdiocesan Department of Catholic Education. The administrator is our Pastor, Monsignor Vernon Gardin. The Director is Sister Diane Schlueter, O.S.F.. Parents should always feel free to contact either Monsignor Gardin at the rectory, 314-991-5700, ext. 315, or Sister Diane at the PSR Office, 314-991-5700, ext. 303.

## Admission and Registration

Immacolata PSR welcomes our Catholic students in grades 1 – 8 who attend non-Catholic schools. Registration forms for NEW students must be returned with:

1. Registration and book fees
2. Official certificate of baptism
3. If not a registered member of Immacolata parish, a statement of membership in a Catholic parish is needed.

Registration forms are renewed each year for all students. Please notify the rectory and the PSR Director as soon as possible if there is a change in address, or telephone number(s).

## Class Times

Classes are held on Monday evenings. Classes begin promptly at 6:30 p.m. And conclude at 7:45 p.m. Please check the calendar for PSR holidays. Classes may be canceled due to inclement weather. Please call the PSR Office 314-991-5700, ext. 303, to receive a message concerning class cancellations. Parents are always welcome to visit the classes.

Please check in at the PSR Office before proceeding to the classroom. Out of courtesy, you are asked to notify the teacher prior to your visit.

## Attendance

Regular class attendance is crucial to a child's religious education. It is expected that a child will miss ONLY for a most serious reason. (Sports aren't really serious.) If your child will be absent from class, please call the Office of the Parish School of Religion, 314-991-5700, ext. 303, between 5:30 p.m. and 6:30 p.m. on Monday evening, and leave a message.

Punctual arrival of students is expected. **Only students with a written note, dated and signed by a parent or guardian, are allowed to walk home or ride bikes at dismissal.** These notes will be kept in the student's file in the Office. If a child becomes ill during class, parents will be contacted. If parents cannot be reached by phone, the individual on the emergency section of the registration form will be contacted. **Please keep this information updated.**

A dismissal bell will ring at 7:45 p.m. **All students must be picked up by an adult inside the school cafeteria. This is for grades 1 through 8.** Parents are asked to take this procedure seriously and help us to enforce this safety measure for your children.

## Textbooks

The textbook used is Blest Are We. (Silver Burdett Ginn) Sadlier publishes the God's Own Making series for grades 5-8. Sadlier publishes the textbook for the sacrament of Confirmation, The Spirit Sets Us Free.

## Testing

The Assessment of Catholic Religious Education (ACRE) test is administered to all students in grades 5 and 8. This instrument is designed to help the PSR faculty assess the effectiveness of the religious education program.

## **Sacramental Preparation**

First Reconciliation and first Eucharist are received in the 2nd grade. The 8th graders receive the sacrament of Confirmation. A parent meeting for those having children in the sacramental programs is scheduled. Please check the PSR calendar found in this handbook.

## **Homework**

**Homework will be assigned.** It is expected that assignments be completed in a timely manner. Parents are encouraged to inquire about their child's lessons from their children. This will help parents to be aware of what their children are learning in class. **Students are expected to come prepared for class each week. They should have their textbook and needed supplies --- paper/notebook, pen/pencil and homework.** The classroom teacher will notify parents if the child attends without any of the needed materials.

## **Discipline**

Each student has a right to a classroom atmosphere that is conducive to learning. Teachers, with the support of parents, encourage and challenge students to grow in self-discipline and respect for others. The teacher in the classroom will handle minor problems.

Parents will be informed if a child is sent to the Director. Please note the following general rules for all students:

1. School property and the property of teachers and fellow students are to be treated with respect.
2. Use of tobacco, alcohol, or illegal drugs on School and/or Church property will result in immediate suspension from the PSR program.
3. Vulgar or obscene language, fighting, abusive behavior or disrespect for teachers and staff will not be allowed.
4. No chewing gum is allowed on the School and/or Church property. Food and drinks are not allowed in the classrooms.

Parents are asked to support us in these rules. They will help our children grow as faithful disciples of Jesus if they learn to discipline themselves according to His commands. We all do this by showing respect for yourself and for others.

## **Communications**

Weekly envelopes will come home each Monday containing information for families. **Please return this envelope every week with your oldest child.** Report cards are given to the students three times a year: **November, February and May** Parents are asked to sign and return the report to school. The Parent-Teacher Conference is held once during the year. Parents should feel free to contact teachers concerning their child's progress at any time. Teachers may be contacted by calling the PSR Office or by sending a note with the student. Teachers will return the call as soon as possible.

## **Service Projects**

Throughout the course of the year our Immacolata PSR families are invited to answer their baptismal call to service. As the service projects are planned, parents will be notified in the weekly newsletter.

## **Family Events**

During the course of the year several religious events are planned for family participation. Please check the calendar and plan on joining our PSR community for these special celebrations. We appreciate you taking the time to read through this handbook. If you have any questions or suggestions please let us know.

May Jesus bless each of our families. May parents be open to the opportunities offered them through the quality religious education programs of our parish. Let us work together to build a vibrant faith filled community. Jesus blesses you!