

St. Teresa / St. William Regional

PARISH SCHOOL OF RELIGION (PSR) POLICIES AND PRACTICES 2016-2017

Table of Contents

Philosophy and Goals.....	2
Admissions Policy.....	2
Sunday Morning Program.....	2
Monday Evening Program.....	2
Registration/Enrollment.....	3
Financial Procedures.....	3
Attendance Procedures.....	3
Arrival.....	3
Dismissals	3
Absences	4
Records.....	4
Textbooks.....	4
Sacrament Preparation.....	5
Reconciliation	5
First Eucharist	5
Confirmation.....	5
Parents and the Sacraments.....	6
Communications.....	6
Written.....	6
Verbal.....	6
Inclement Weather.....	6
Safety Procedures.....	7
Discipline (new for 2016-17).....	7
Infractions.....	7
Conduct	8
Dress Code	8
Homework.....	8
Medical Emergencies.....	8
Child Abuse.....	8
Field Trips.....	9
Volunteers.....	9
Sunday/Monday Class Schedules.....	10-11
Acknowledgment Form.....	12

PHILOSOPHY AND GOALS

St. Teresa / St. William Regional Parish School of Religion (PSR), responding to Jesus' invitation, "Let the children come to me . . ." insures the formal religious education of all the children of the parish. This is accomplished by providing weekly catechism classes for public elementary and children of pre-school age. The aim of this catechesis is to enable the child's growth in Christian faith in an age-appropriate manner by imparting basic Catholic doctrine, instilling a love for God, and fostering an attitude of Christian service.

Since the faith nurturing of a child is an on-going process, the Parish School of Religion (PSR) can only supplement the religious education of the home, parents are encouraged to develop by their words and deeds what their child learns in class. As a child explores his or her relationship with God and others at home, in class, and in the celebration of the sacraments, the entire family will grow in their appreciation of the presence of God in his or her life.

ADMISSIONS POLICY

The Parish School of Religion (PSR) shall admit students of any sex, race, color or national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to its students. It shall not discriminate on the basis of sex, color or national or ethnic origin in the administration of its educational policies and other administered programs nor in the selection of its teachers.

SUNDAY MORNING PROGRAM

The early childhood program takes place during the 9:30 mass. It is open to children ages 3 through first grade.

This program develops the child's:

- 1) Awareness of self and God's world around them
- 2) Sense of prayer
- 3) Feeling of wonder, joy and discovery in work, prayer and play.

MONDAY EVENING PROGRAM

This program is for students in grades 2-8 and take place from 7-8:15 pm.

Elementary School program aims to:

- 1) Reinforce a child's relationship with God through daily prayer
- 2) Nurture an understanding of and appreciation for God's word in Sacred Scripture
- 3) Foster a knowledge of and appreciation for Catholic Tradition
- 4) Inspire active participation in the life of the Church community
- 5) Prepare the child to encounter God's grace in the Sacraments
- 6) Enable the child to make moral decisions based on Christian values
- 7) Motivate the child to love and serve all creation

REGISTRATION / ENROLLMENT

Children must be 3 years old by September 1st of the current school year to enroll in the Sunday program. Registration is held during August and September through the Religious Education Office. The PSR Coordinator must be informed by the custodial parent of the rights of the non-custodial parent.

FINANCIAL PROCEDURES

Sunday Morning PSR: \$30 per child.

Monday Evening PSR: \$60 for one child, \$100 for two children and \$125 for three or more children. The fees for those who are not registered members of either St. Teresa or St. William parishes will be \$80 for one child, \$140 for two children and \$185 for three or more children.

Payment: The fee for the program is due at the time of registration. Contact Deacon Gregg with questions.

ATTENDANCE PROCEDURES

ARRIVAL

Students should report directly to their assigned classrooms in the school building. On Sunday mornings, please arrive no earlier than 9:10 a.m. and entering through the double glass doors of the primary building on Rulison. On Monday evenings, students should enter the through the school's main entrance in the courtyard and should arrive no earlier than 6:50 p.m. (doors will be locked at 7:10). Late arrivals will need to ring the buzzer to the right of the door for admittance.

Dismissal

The Sunday program ends with the conclusion of 9:30 mass. Due to the young age of these children we strongly encourage all parents to come into the building to pick up their child. The Monday program concludes at 8:15 and doors will be unlocked at that time. Children will exit the building from the courtyard doors.

Parents who need to speak with their child's teacher are encouraged to do so. We ask that parents do so either before or after the stated class times.

If someone other than a parent/guardian will be picking up a child from class, please let the teacher know when you drop the child off or send a written note to the teacher with the name of the individual who will be picking up the child.

Absences

Teachers will be taking attendance. **Attendance at every PSR meeting is important and will be taken into account when determining a child's readiness to move to the next year's level or when he/she is prepared to receive the sacraments.**

If a child is absent for a class, he/she should see the teacher concerning subject matter covered during the absence, and the missed work must be completed at home.

When an absence is known in advance (e.g. vacation), parents should notify the teacher.

Records

The Sacrament of Baptism is required for a child to be registered in PSR. If a child has been baptized in a parish other than St. Teresa or St. William, a Baptismal Certificate sent from the parish of baptism must be submitted at the beginning of the year to the PSR Coordinator.

At the midyear point in our program, teachers will submit a written assessment of the student's progress in their class (both attendance and effort will be considered). These will be shared with parents and be a part of the evaluation of the child's readiness to receive the sacraments, or move to the next year's level in the PSR process.

PSR is a multi-year program that provides age appropriate instruction for the faith journey of the child. The PSR Coordinator will be responsible for documenting every year the child is involved in the PSR program. Each year selected topics are presented in a systematic process building on what was taught the previous year. Adequate catechesis for the child requires their attendance each year of the program (especially grades 1-8). It is for this reason that a child's progress will be monitored by his/her teacher and the PSR Coordinator. A child who has not completed multiyear levels of PSR may be required to delay their reception of the sacraments until sufficient catechesis is completed.

TEXTBOOKS *(All texts are Archdiocesan approved)*

3 & 4 yr. olds: I Am Special (Our Sunday Visitor)
Kindergarten: I Am Special (Our Sunday Visitor)
Grades 1-8: Blest Are We, Faith and Word (RCL Benziger)

Supplemental Texts for Sacramental Preparation

Grade 2: Reconciliation (RCL Benziger) and Eucharist (RCL Benziger)
Grades 7 & 8: Confirmation (RCL Benziger)

SACRAMENTAL PREPARATION

Check the *PSR Calendar* for the dates and times for all **St. Teresa** parent meetings and sacraments. Parishioners of **St. William** should contact their parish office (921-0247) for details concerning the reception of the sacraments in their home parish.

The Sacrament of First Reconciliation

- Ordinarily, Grade 2 students celebrate the Sacrament of First Reconciliation.
- Parent participation in First Reconciliation preparation is required. Parents should plan to attend the parent meeting.
- The families are invited to the celebration of this sacrament.
- No specific dress code is enforced for First Reconciliation, however modest church attire is appropriate.

The Sacrament of First Eucharist

- Ordinarily, Grade 2 students celebrate the Sacrament of First Eucharist.
- Parent participation in First Eucharist preparation is required. Parents should plan to attend the parent meeting and Picture Night.
- No specific dress code is enforced for First Eucharist. Modest church attire is appropriate. Girls are not required to wear a white dress or veil, but a pastel colored dress is the norm. Boys should wear a white shirt and tie. Sport coats are optional.

The Sacrament of Confirmation

- The Sacrament of Confirmation is celebrated every other year.
- It is conferred on the combined group of 7th and 8th grade students.
- Students who receive the Sacrament of Confirmation as 7th graders are expected to return for the 8th grade class to complete their elementary catechesis.
- Candidates and Parents should plan to attend the required parent Meeting.
- Preparation includes:
 1. Attendance at a one-day retreat.
 2. Involvement in service projects as a means of demonstrating Christian maturity.

PARENTS AND THE SACRAMENTS

It is fundamental that parents attend and participate in the sacraments with their children. The frequent reception of the Sacrament of Reconciliation and the reception of the Eucharist at Sunday Mass (and Holy Days) are crucial to the fostering of a child's faith life. It is the responsibility of his/her parents to reinforce the importance of frequent reception of the sacraments for the strengthening of their spiritual life.

COMMUNICATIONS

Written

The PSR Handbook explains the main policies and guidelines for effective operations of the Parish School of Religion.

Families will receive updates throughout the year concerning sacrament preparation and celebration, seasonal events, parent meetings and changes in class schedule.

Any questions or concerns about the Parish School of Religion program can be directed to Deacon Gregg Rose, PSR Coordinator.

Special needs of individual students, which may affect the learning process, should be indicated at the time of registration (or when they present themselves) to the PSR Coordinator.

Verbal

Teachers often depend on the students to relay messages to parents. Parents should check frequently with their children for important information.

Individual teachers and the PSR Coordinator are available to answer questions or discuss areas of concern. Parents are welcome to visit their child's class, however, we ask that prior arrangements been made with the teacher.

INCLEMENT WEATHER

In the event of inclement weather:

- 1) If Oak Hills School District is closed during the day, there will be no classes that evening.
- 2) If there is inclement weather in the evening and Oak Hills School District has not been called off yet, the PSR Coordinator will use the Emergency Contact number given on the registration form informing you that classes have been cancelled.
- 3) You may also call the parish office (921-9200) before 4:00 to check if PSR classes are cancelled.

SAFETY PROCEDURES

In each classroom, signs are posted for fire and tornado giving the exits to be used. Silence and good behavior are to be observed at all times.

DISCIPLINE

The PSR school teachers and the PSR Coordinator are responsible for maintaining proper order during PSR classes, and have the authority to discipline students whose behavior is considered disruptive or inappropriate. Disciplinary measures will vary according to individual circumstances, and will be determined by the teacher or the PSR Coordinator. In case of serious misconduct, this procedure will ordinarily be followed:

- 1) The teacher will explain to the student his/her misbehavior and how to correct it.
- 2) The teacher will inform the child's parents and PSR Coordinator of the serious misconduct.
- 3) **If the student continues to seriously misbehave, he/she will be removed from the classroom and the PSR Coordinator will immediately contact his/her parents. The student will be suspended from attending PSR classes until the PSR Coordinator can consult with the student, teacher and parents to determine an appropriate intervention.**
- 4) Further serious misconduct will warrant expulsion from the PSR program for that year.

INFRACTIONS

- 1) Continued class disruption- to be repeatedly involved in behavior that disrupts other students in the classroom.
- 2) Disrespect- to insult, call derogatory names, dishonor or in another manner abuse verbally or in writing any person.
- 3) Fighting- the act of hostile bodily contact in or on school property.
- 4) Stealing– the act of taking or acquiring the property of others without their consent.
- 5) Vandalism– the act of willful destruction of property belonging to others.
- 6) Weapons- bringing any object with the intention to use as a weapon to school.

This is not an exhaustive list of infractions. The types of behavior that warrant disciplinary action is up to the discretion of the teacher and PSR Coordinator.

CONDUCT

Students are expected to observe the following rules of conduct:

- 1) Silence should be observed in the classroom and in the hallways while classes are in session.
- 2) Students are expected to show respect and consideration for their teachers and fellow students.
- 3) Eating food or chewing gum in the classroom is prohibited.
- 4) Students should not disturb any items in the classroom, which do not belong to them or which are not designated for use during PSR.
- 5) A student should not leave the room during class without permission from the teacher.

DRESS CODE

Only appropriate modest dress (no revealing necklines, short skirts/dresses, baggie pants, bare midriffs, etc.) will be permitted. Violations will result in parents being called by the PSR Coordinator and child being sent home.

HOMEWORK

Work to be completed at home is assigned at the discretion of the teacher. Parents are encouraged to discuss with their children material being covered in class, and provide any necessary help in completing the assignments. Assignments not completed will become part of the discernment of the child's readiness to receive the sacrament that year or advance in grade the next.

MEDICAL EMERGENCIES

All parents filled out an *Emergency Medical Form* when registering. In the case of an emergency, the contact name and number provided by the parents will be used. Students who need medication during PSR must give the medication to the PSR Coordinator at the beginning of the evening and come to the Main Office to take it.

CHILD ABUSE

The administration is following the *Archdiocesan Decree on Child Abuse*. All suspected instances of child abuse or neglect shall be reported to the proper authorities for investigation and action as may be appropriate.

FIELD TRIPS

If the opportunity to participate in an off-campus field trip occurs, parents will be required to sign a permission form releasing the parish of liability. Transportation must be provided by parents.

VOLUNTEERS

A Volunteer Form will be given to any family member who wishes to volunteer. Please complete the form and return it to your child's teacher prior to volunteering. In compliance with the *Archdiocesan Child Protection policy*, any volunteer who has contact with a child in the PSR program will be required to attend the *Virtus* training session before acting as a volunteer. This will also include criminal background check that is part of the scheduling process to attend the *Virtus* training program. The safety of our children is our priority.

Questions concerning PSR policies or practices should be directed to Deacon Gregg Rose at 921-9200, ext. 117 or email at grose@stteresa-avila.org

Prosper the work of our hands, O Lord, prosper the work of our hands."

Psalm 90:17

Parish School of Religion **Sunday** Morning Classes 2016-2017

St. Teresa Church 1175 Overlook Avenue – Cincinnati, Ohio 45238

Coordinator- Deacon Gregg Rose 921-9200 ext. 117or grose@stteresa-avila.org

September	25 Opening Class 9:30 AM				
October	2	9 NO CLASS Centennial Celebration	16	23	30
November	6	13	20	27 NO CLASS Thanksgiving Break	
December	4	11	18	25 NO CLASS Christmas Break	
January	1 NO CLASS Christmas Break	8	15	22	29 NO CLASS St. Teresa Open House
February	7	14	21	28	
March	5	12	19	26	
April	2	9	16 NO CLASS Easter	23	30 Final Meeting

*This schedule is subject to change. Parents will be informed of any modification prior to the event.

Parish School of Religion Monday Evening Classes 2016/2017

September	26 Opening Class 7:00 PM				
October	3	10 NO CLASS Columbus Day	17	24	31
November	7	14	21 No Class Teacher Conferences	28	
December	5	12	19 NO CLASS Christmas Break	26 NO CLASS Christmas Break	
January	2 NO CLASS Christmas Break	9	16 NO CLASS Martin Luther King Day	30	
February	6	13	20 NO CLASS Presidents' Day	27	
March	6	13	20	27	
April	3	10	17 NO CLASS Easter Break	24	
May	1 Final Meeting				

Important Dates for receiving the sacraments at St. Teresa:

December 15: First Reconciliation Parent Meeting (**Required**) @ 7 pm in Avila Hall

February 4: *First Reconciliation* @ 11 am in Church

March 9: First Communion Parent Meeting (**Required**) @ 7 pm in Avila Hall

May 3: First Communion Formal Picture Night (**Required**) @ 7pm in Church

May 5: Jesus Day/Practice (**Required**) @ 8:00 am – 2:30 pm St. Teresa Primary Building

May 7: *First Communion Mass* @ 2:00 pm in Church

Note: St. William parishioners will receive the sacraments at their home parish.

ACKNOWLEDGEMENT

I have read the *St. Teresa / St. William Parish School of Religion Policies and Practices* for 2016-17 and have discussed it with my child. I agree to follow the policies and practices outlined in the document.

Student's Full Name (please print)

Parent Signature

Date

(PLEASE COMPLETE AND RETURN THIS PAGE TO THE TEACHER)