



# Parish School of Religion (PSR) Family Handbook

## PSR Mission Statement

St. Joseph Parish School of Religion (PSR) strives to assist parents in their role as the primary educators of the faith for their children through a blend of in-person and at-home lessons enhanced by opportunities for prayer, service, and family socials. PSR seeks to evangelize and catechize the whole family and equip parents with the tools and confidence to pass along the faith in the home.

## St. Joseph PSR Administration

Pastor: Fr. Anthony Yate at [AnthonyYates@archstl.org](mailto:AnthonyYates@archstl.org) or 636-464-1013 x104

Director of Religious Education: Emily Kopff at [ekopff@sjiparish.org](mailto:ekopff@sjiparish.org) or 636-464-1013 x108

Faith Formation Assistant: Torri Halbert at [thalbert@sjiparish.org](mailto:thalbert@sjiparish.org)

## Arrival and Dismissal of Students

- All students will meet their class in the church upon arrival.
- **Students arriving after 5:25 pm should enter at the school office to join their class.**
- Students in grades K through 4 will be dismissed from their classroom after parental sign-out.
- Students in grades 5 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 and parents will be notified. Students should not run in the school, around the gym, be on the stage, or be left unattended once they have been signed out from their teacher.

## 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.

## Classes

In-Person classes are held on Wednesday evenings, late August-early May, in the school building from 5:15-6:30 pm.

Family Focused meetings are held Sunday mornings, monthly from August-May, in the school building from 9:45-11:15 am.

## Calendar

The PSR calendar can be found online and includes all confirmed PSR events. The PSR events scheduled are to enhance the PSR curriculum and help our students apply the Church's teachings in a meaningful way. Bookmark our webpage for ease of access:

<https://sjiparish.org/parish-school-of-religion/>

## Communications

A weekly PSR Newsletter is sent on Mondays from August through May to all email addresses provided at registration. If you do not see the PSR Newsletter in your inbox, please check your SPAM folder. If you are still not receiving the newsletter, please inquire with Emily.

**To report absences, please use our online form by scanning the QR code here or clicking the icon on our webpage (listed above).**



To discuss any issues, concerns, or questions please contact Emily Kopff, DRE.

## Disabilities

Please let the Director of Religious Education 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 positive experience while attending 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.
- Students will turn cell phones off and place them in their class basket when they arrive to their classroom. Cell phones will be returned at the end of class.

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

## Behavior Intervention

Students are expected to behave in a respectful manner when at PSR. If a student disrupts the class 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 meet with the PSR Coordinator. Prayer and discussion 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 director for a particular issue, the parents will be required to come in and talk to the director regarding how to best meet the needs of their student, before the student is let back into class.

Teachers will give parents a behavioral slip for students who had to be redirected multiple times during instruction or had to visit the office. The behavior slip is a 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

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.

## 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 occur as late as 4:00 pm on a Wednesday evening. In the event of inclement weather, PSR cancellation will be communicated in the following ways:

1. Email will be sent out to PSR parents.
2. Facebook post on the parish Facebook page: <https://www.facebook.com/stjosephimperial>

Please be aware that if Saint 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 at their discretion.

## 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, except in life threatening situations. If your child is feeling ill, we will make all efforts to contact the parents as soon as possible.

## Parent Involvement

At St. Joseph we seek to assist parents in their role as the primary educator in the faith for their children. We encourage parents and grandparents to be involved in all their child is learning, and participate in PSR events. We begin each week as a PSR community at 5:15 pm for opening prayer in the church, please join us! There will also be ongoing opportunities for parents to gather during class time for additional formation, discussion, and community building. Stay tuned to the PSR Newsletter for the latest information.

## Sacramental Requirements for 2<sup>nd</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade

St. Joseph Parish School of Religion's Sacrament Program has been designed with the focus on family participation, study of the sacrament, service, and celebration of the sacrament. The Sacrament Program aids the parents in preparing their child(ren) for receiving First Reconciliation, First Holy Communion, and Confirmation. *If your child(ren) has not yet received the Sacrament of Baptism, were baptized outside of the Catholic Church, or are beyond the 2nd grade and have not yet received their First Reconciliation or First Communion, please contact the Director of Religious Education to discuss sacramental preparation.*

It is necessary for students preparing for a Sacrament to attend classes regularly, complete all assignments, and participate fully in the process of the program. **For students with excessive absences or missing assignments, a conference between the director, teacher, parent, and child as appropriate will be required to assess the readiness of the student to receive the sacrament.**

Parent involvement is integral to the success of the sacramental preparation programs. There will be at least 1 parent meeting per sacramental year in which one parent must attend, while both parents are strongly encouraged to attend. More detailed guidelines and expectations for students preparing for First Reconciliation, First Communion, and Confirmation will be communicated at the parent meetings.