



2016-2017 St. Joseph Parish School of Religion (PSR) Handbook

Welcome to St. Joseph Parish School of Religion. PSR is our religious education program for children for grades preschool-12th grade. PSR is held on Sunday mornings excluding holidays from mid-September to mid-May. All PSR classes **start promptly at 9:30 a.m.** and conclude at 10:45 a.m. These classroom hours encourage the families to attend one of the Sunday morning Masses. Along with parental teaching and example, and religion classes, the Mass is excellent teaching tool of our rich Catholic faith community.

The goal of the PSR Program is to assist parents in helping their children to develop a living and active Catholic faith, centered in Christ. This handbook is designed to assist you in knowing the guidelines and information in obtaining this goal.

Please read it carefully, sign and return all forms. Thank you very much for your participation.

Diocesan Graded Course of Study

The Catholic Diocese of Columbus-Department of Religious Education has implemented the Graded Course of Study within the Columbus Diocese to help insure that the core beliefs of the Catholic faith are taught in a systematic and age-appropriate way. These core standards are Sacred Scripture; Sacred Tradition; Prayer Liturgy and Sacraments; and the Baptismal Call to Dignity, Relationship, Moral Decision-Making and Service. Each specific grade level curriculum approaches these objectives at a level appropriate to the student's abilities and interest. Attendance at every grade level is essential to each student's formation in our Catholic faith.

All of our catechists are using textbooks that are in conjunction with the Diocesan Graded Course of Study. If you wish to see a copy of the Diocesan Graded Course of Study, please call the Coordinator of Religious Education.

Classroom Visitors

- A. Parents are welcome to observe classes, and are encourage to be involved in their child's faith formation at PSR. The Catechism (2221) states that "...the right and duty of the parents to educate their children are primordial and inalienable." Each Sunday, please ask your child what they may have talked about in class, as this can help foster discussion of the Faith in your family.
- B. A friend of the student is welcome in the PSR Classes. The friend of the student is expected to follow the same rules of behavior as the other PSR students.

Registration

Registration is required for students wishing to attend PSR Classes at St. Joseph Parish. We accept registration for the students year round.

Tuition Fees: Each Grade has a fee. Please see the Religious Education Coordinator for a fee schedule.

Expectations:

- Parents
 - Ensure that your children attend classes regularly and on time.
 - Ensure that your children attend Mass each Sunday
 - Communicate any special needs or circumstances that may affect your child within the classroom
 - Be an active part of your children's learning
- Students
 - Behave in a Christian manner at all times showing respect and being cooperative with adults and the other students
 - Actively participate in classroom activities and discussion.
 - Attend class regularly and complete any assignments or homework.
 - Not to be disrespectful to themselves or to any other person
 - Not using language that is rude, offensive, or inappropriate.
 - Does not possess or be under the influence of drugs, alcohol or tobacco of any kind
 - Do not leave the building or premises without the permission of an authorized adult
 - Follow directions at all times and obey classroom rules
 - Students are not permitted to have radios, CD/DVD players, iPods, cell phones, pages, etc. during the PSR Program.
 - Students are to wear appropriate clothing and shoes. No shoe with any type of wheels is permitted.
- Teachers
 - Participate in the Diocesan Protecting God's Children's Program
 - Must be fingerprinted
 - All Diocesan and Parish forms to be read, filled-out and returned.
 - Completed Lesson Plans
 - Attend classes for the Diocesan Certification process
 - All adult volunteers or parents that accompany their student's weekly in the classroom are required to follow these procedures.

PSR Policies Discipline/Disruptive Behavior

Disrespect toward teachers, aides, other students, property or any inappropriate behavior or language will not be tolerated. These rules are to allow everyone an enjoyable PSR experience. Breaking any one of the rules will result in:

1. A verbal warning
2. Dismissal from the classroom to speak to the PSR coordinator.
3. Dismissal from the classroom and the parents will be called
4. If incidents persist, parents will be required to attend class with their student.

Attendance

PSR regular attendance is appreciated. If a student misses a week, a packet can be obtained from the teacher the next PSR class that is attended, in order to make up the school work that has been missed.

SACRAMENT POLICY

- Sacraments of 1st Reconciliation and 1st Communion require a full year of attendance in the First Grade of PSR, and a full year of attendance in the Second Grade of PSR. Sacrament preparation is done in the classroom during the Second grade year. Reconciliation is administered in January and First Eucharist is the last weekend of April.
- Confirmation Sacrament requires a student to have attended all PSR classes for 2 years prior to the year of Confirmation, and the school year in which Confirmation would be received. Confirmation preparation is done in the PSR classroom.
- Parents of all students preparing for a Sacrament are expected to attend designated Parent Meetings during the PSR year.
- Those students who do not meet the PSR attendance policy for a Sacrament will have to wait until the next time the Sacrament is offered.

Special Needs

Children with special needs are always welcome in our PSR program. Please provide the PSR coordinator with any information that will be helpful to the catechist teaching and helping your child to succeed.

Weather

PSR classes are very infrequently cancelled. Should inclement weather should occur, your catechist will be contacted prior to class and will try to give everyone in their class a call. However, please feel free to use your own judgment in traveling

Tornado Instructions will be given to each teacher and aide. All grades are to proceed quietly to the hall.

Fire Drill instructions will be given by each teach and aide. All classrooms have exit doors in the classroom except the back rooms which have an exit door right outside the classroom door.

Fire Drills and Tornado drills will be held throughout the school year.

Communication

Please check with your students each week for Communication Notes, refer to the bulletin's Youth Page for any other announcements.

Protecting God's Children

- Harassment Policy
 - All catechists and volunteers are required yearly to sign a new Virtus Code of Conduct form, 4116.14 Code of Conduct for Catechists and 4116.15 Harassment Policy to be filed in the PSR Office.
 - All PSR Families are required yearly to sign a 5140.05 Harassment Policy to be filed in the PSR office. Please read, sign and return the signature page.
 - All volunteers are required to have taken a Protecting God's Children Class, Fingerprinted, and application forms are signed, and on file in the office.
- Curriculum Support for "Protecting God's Children" is required to be sent home yearly to the families of the PSR students. Please see the attached copy.
- Personally Identifiable Information Release Form 5126.1 is a required form giving parent consent for a student's photo or personal information to be posted on a website or poster.



THE MISSION OF THE CATHOLIC CHURCH

- Is appointed to be the primary instrument of the Holy Spirit in directing all human persons to freely accept eternal salvation through Jesus, the Risen Lord.
- The first stage is called **Evangelization**. Assisting individual persons to know, accept, and maintain the conviction, throughout life, that Jesus Christ is Lord.
- The second stage is called **Catechesis**. Assisting individuals who have reached this conviction to grow in their understanding and relational response to Jesus.
- The third stage is **on-going Conversion**, which follows the second stage repeatedly as the second follows the first. On the children/youth level, the content of each year sets up the content for the following year.

St. Joseph Church, Circleville

Parish School of Religion MISSION STATEMENT

- In as much as the Church is the Body of Christ, seeking to become more effectively a community of believers; a community of believers in which the Spirit calls, gathers, enlightens, and sanctifies individuals in their relationships with God and one another. On a local level our parish community is led by Father Ted Machnik, which is part of the larger community known as the Diocese of Columbus, with Bishop Frederick Campbell presiding.
- The Parish School of Religion in the St. Joseph Parish, Circleville, Ohio has a central formational objective to:
 - Assist the individual in his/her response and witness to the eternal and incarnate Word of God.
 - Assist the individual as he/she grows within this local Church community.
 - Assist the individual toward an ever deepening understanding of Faith, more wholesome attitudes sourced in Christ-likeness, and more responsible patterns of human activity.