

ST. CLEMENT CHURCH

PSR PARENT/STUDENT HANDBOOK

PSR TEACHERS

1 st Grade:	Melinda Kneib	470 1898
2 nd Grade:	Robie Orf	470-1223
3 rd & 4 th Grade:	Katie Kessler	319 520 8322
5 th & 6 th Grade	Lori Carlson	217 440 6180

PSR Coordinator: Robie Orf 470 1223

Father Ussher / Rectory 324-5545
St. Clement School 324-2166

In the case of bad weather, the PSR Director will call all teachers to inform them of classes being cancelled. Teachers will then contact the students in their class.

Please notify your child's teacher, if your child is going to be absent.

***** PARENTS: Please make sure your children are dressed appropriately for church.**

******ALL STUDENTS MUST FILL OUT A REGISTRATION FORM SO THAT WE HAVE EMERGENCY CONTACT INFORMATION.**

ADMISSION

Registration: In order for children to participate in PSR classes, the family must complete the registration and student information form and indicate that they have accepted the policies contained in this handbook. Parents need to alert the director of any health issues that might require immediate attention while the student/students are in attendance.

Fees: A registration fee is required for each student enrolling in the program. The fee for each child is \$15.00.

CLASSES

Attendance: Children who are enrolled in the parish catechetical program are expected to be in attendance each week. It is the responsibility of parents to ensure their presence. Because classes are held only once a week, the child who is absent misses a great deal. If a child should miss class, the curriculum includes activities that can be done at home with the parents. You are encouraged to review these materials with your child.

Class Schedule: Classes are held on Sunday mornings from 9:15 am to 10:15 am. Classes will begin on September 11 2022 and continue, with breaks for Thanksgiving, Christmas and other school holidays until April 2, 2023 (Easter is Sunday, April 9, 2023).

Arrival and Dismissal: Children should arrive **no later** than 9:15 am. Parents are to see to it that their children enter the building when they drop them off. Parents are asked to pick their children up no later than 10:15 am. in front of the building or in the front entry-way during inclement weather. There is a lot of traffic because of people coming to church, so please meet your child outside of the school to ensure their safety. Mass begins at 10:30 am. We encourage families to attend Mass after PSR on Sunday mornings.

PROGRAM GOALS

The purpose of the PSR program is to help all students grow in their Christian values. The goals of the parish catechetical program are:

Goal 1: To provide a program of formal religious instruction.

Goal 2: To support parents in their role as primary catechists of their children.

Goal 3: To offer sacrament preparation to children as they become ready to receive the sacraments of Eucharist and Reconciliation.

Goal 4: To help the children discover the richness and challenges of Scripture and the teachings and traditions of the Catholic Church.

Goal 5: To build a strong Catholic Identity among the children.

Goal 6: To give the children an experience of the Church as community.

Goal 7: To deepen the prayer life of the children

Goal 8: To motivate the children to live lives rooted in charity and justice based on the moral teachings of the church.

Goal 9: To expose the students to the liturgical and sacramental richness that is part of the Catholic Tradition.

THE ROLE OF PARENTS

Parents who are enrolling their children in the parish catechetical program must be aware of their responsibilities as parents. It is the role of the parish to assist the parents in nurturing the faith of their children. It is essential that the parents agree to follow parish policy and work with those who are designated leaders of our parish program. In order to promote the faith growth of the children and to ensure a smooth-running program, parents are expected to fulfill the following expectations.

A parent who would like their child to attend the program...

- 1. Are responsible for providing the parish with information regarding the child's baptism and other sacraments if applicable.**
- 2. Attends Mass weekly with his/her child.**
- 3. Takes responsibility for his/her role as primary catechist.**
- 4. Collaborates with the catechists in the program by sharing faith with the child at home.**
- 5. Teaches their child the traditional prayers of the Church at home.**
- 6. Maintains an open line of communication with their child's catechist.**
- 7. Brings their child to class at 9:15am and picks them up no later than 10:15am**
- 8. Makes sure their child enters the building where classes are held when the child is dropped off for class.**
- 9. Brings his/her child to class dressed appropriately and ready to participate.**
- 10. Attends parent meetings when requested.**
- 11. Is supportive of the catechist especially in the area of discipline.**
- 12. Reads this handbook, completes and turns in forms necessary for registration.**

DISCIPLINE

Everyone involved in the program is challenged by the words and example of Jesus to respect each person's right to be treated not only with dignity and respect but also with love. In order to provide a safe and well-ordered program, in which students and catechists can learn and follow Jesus' call to love, some rules for behavior are necessary. Each catechist will have some specific rules which the students in their classroom are expected to follow. The following rules apply to all students in the program.

1. Respect is to be shown for all catechists and other adults.
2. Students are expected to display a Christian attitude in the way they dress, speak and behave. Students are to avoid behavior that disturbs the learning environment or is disrespectful or dangerous to others.
3. Absolutely **NO CELL PHONES** in class!!!!
4. Remember that the St. Clement School students share the classrooms we are using. It is important that we **DO NOT** use or disturb their belongings and that we leave the classroom the same as we found it.

Process for dealing with inappropriate behavior:

Each catechist will have classroom rules and will go over them with their students. Initially, catechists will handle all discipline problems in their own classroom. These problems will be handled in a positive manner. Students whose behavior becomes a continual problem in the classroom may be sent out of the class to the coordinator. If the student's behavior continues to be a problem the student will be removed

from the class and the parent contacted. In order to get back into the classroom, the student and parents will meet with the catechists and coordinator to resolve the issues.

CATECHISTS

The catechists that teach the classes in this program *are volunteers*. The parish offers training courses that increase the skills needed for the catechists to be successful. The director/coordinator of the program supervises the catechists in order to help them fulfill their role responsibly. As parents you are asked to understand the challenges involved in being a volunteer catechist and to support them in whatever ways are possible. If any problems arise, however, please contact the catechist and discuss the problem. If that is not satisfactory, contact the director/coordinator.

EMERGENCY PROCEDURES

INJURY: If one of the students is injured, the catechist is to inform the coordinator and first aid will be applied as appropriate. The director will inform the students' parents. If the injury is serious, the coordinator will call 911.

STORMS: In case of impending severe weather, the director will advise the classes if there is a need to take cover. Catechists will direct the class to go to the area designated for shelter during storms.

FIRE EVACUATION: If a fire is discovered, catechists will set off the fire alarm in the building, if that is possible, without endangering the children. Each class is to follow their designated evacuation route and their designated gathering point outside. Catechists are to take roll when they arrive at their gathering point. Students must remain at the gathering point until dismissed by the catechist.