



## ST. ANNE AND ST. ANTHONY Parish School of Religion

"My parish school of religion helps me to know and love God, and to love my neighbor as myself. I am called to be a disciple of Christ!"



ST. ANNE

SORRENTO



ST. ANTHONY

DARROW

# PSR HANDBOOK

*"Catechesis is the act of handing on the Word of God intended to inform the faith community and candidates for initiation into the Church about the teachings of Christ transmitted by the Apostles. It also involves the lifelong effort of forming people into witnesses to Christ and opening their hearts to the spiritual transformation given by the Holy Spirit."* [www.usccb.org](http://www.usccb.org)



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### **PSR MISSION STATEMENT:**

St. Anne/St. Anthony PSR assists children and adults toward the path of discipleship in Christ, guided by the teaching authority of the Catholic Church.

It is our prayer that with the help of the Holy Spirit, all will fall in love with Christ and recognize Him in the Eucharist and in each other.

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### **PSR DATES AND TIMES:**

PSR classes are held on Sunday morning and are usually every other week, depending on the holiday schedule.

1<sup>st</sup> grade to 7<sup>th</sup> grade meets from 8:30 AM till 10:15 AM.

8<sup>th</sup> – 11<sup>th</sup> graders meet from 11:30 to 1:00 PM and are allowed to bring a snack from home.

A copy of the schedule will be sent out to parents before the start of every year.

Parents are asked to let the office know of any special needs their child may have.

### **ATTENDANCE, TARDINESS AND ABSENTEES:**

Because class time is limited, it is important that each child be in the activity center and ready to begin by 8:30 AM (1<sup>st</sup> grade to 7<sup>th</sup> grade) and 11:30 AM (8<sup>th</sup> grade to 11<sup>th</sup> Grade). The arrival of late-comers is disruptive to the learning process. Please be on time for classes.

Students are expected to attend all class meetings. If your student misses a class, you must return all makeup assignments in order to receive credit for the missed class. If there are 3 or more absences, and makeup work has not been returned, the DRE will contact the parent/guardian to follow-up on the incomplete assignments.

Students and parents with specific family issues preventing them from attending biweekly catechetical sessions will be handled on a case-by-case basis by the PSR office in consultation with the priest.

All students must have written permission from their parents or guardian to leave class early. Children will only be released to a parent/guardian. If this responsibility is delegated to someone else, parents must state this authorization in writing prior to dismissal.



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### **MAKE – UP WORK:**

If for any reason a student misses a class, parents are asked to complete the assignment at home with their child. Missed assignments will be sent home with the student during the class immediately following the absence. Students who are absent for more than three classes, and do not return missed assignments, may be asked to remain in the same grade next year. The material taught each year builds on what has been learned the previous year. It is necessary that students have a foundation of faith before they move on in the learning process. The decision will be made jointly by the teacher the DRE and the pastor.

### **LITURGY MASS:**

Only one grade level per month will have reserved seating and sit as a class during student liturgy. All other students will sit with their parents during student liturgy masses.

Each grade level will have a chance to be recognized and celebrate mass together one time this school year. Students will sit as a class, with their families when their grade level is being recognized.

The dates can be found in the PSR calendar.

If your child is in 1<sup>st</sup> – 7<sup>th</sup> grade and will not be attending mass on a PSR day, you must send a note letting your child's teacher know. You may pick your child up in the Activity Center at 10:15 on those days.

### **RETREATS:**

All middle and high school students are required to attend one mandatory retreat every year. Dates of the retreats are listed on the PSR calendar.

If for any reason, your child cannot make the scheduled retreat dates for our parish, the parent/guardian is asked to contact another Catholic Church parish to make arrangements to attend one of their retreats. Please contact the office for the out of parish retreat form.

High School students must attend one retreat per year as part of the mandatory Confirmation preparation requirements. Failure to attend a retreat during any high school year will result in having to attend two retreats the following year. Students must have attended 3 high school retreats by Confirmation.



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## DISCIPLINE POLICIES AND PROCEDURES:

Kindly review the following rules with your child(ren):

- All 1<sup>st</sup>-7<sup>th</sup> grade students are required to have a folder with their name marked clearly. Important notes and all lessons will be sent home in the folder each week. Parents are asked to check and discuss the material with their child every week. All notes and communication can be sent to your child’s teacher in the folder as well.
- Students are expected to conduct themselves in a courteous and respectful manner. Verbal or physical abuse will not be tolerated.
- Students are required to walk, not run, in the church, school corridor and classrooms.
- Chewing gum in the church or classroom is not allowed.
- Students who deliberately deface school or church property will be required to pay the cost of the damage.
- No Cell phones or electronic devices may be used in class without permission from the teacher. Unauthorized use will result in the phone or device being taken away and returned to the parent after class.
- Students should be dressed modestly and appropriately for PSR Classes. See the following paragraph on dress code.

**FIRST OFFENSE -** Discuss issue with student  
**SECOND OFFENSE -** Parents contacted  
**THIRD OFFENSE -** Parent conference

Since the catechist has the most direct contact with your child, parents should discuss any classroom problems with the catechist first. If the problem cannot be resolved at this level, parents should speak with the DRE. If still unresolved, the problem may be brought to the priest.

## DRESS CODE:

Dress should be modest.

- No torn clothing
- No miniskirts or short shorts (i.e. Athletic Shorts)
- No pajama pants
- No underwear showing or see-through clothing
- No midriffs showing
- No camisole tops or tops with “spaghetti” straps
- No t-shirts with offensive messages, advertising for alcohol, violence, etc.
- No hats in the church or classrooms



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### **ACCIDENTS AND INJURIES:**

Students who become ill or who are injured will be brought to the office and parents will be telephoned. If parents are not available and the situation seems life-threatening, an ambulance may be called and the child transported to the hospital. No teachers, volunteers or any person in the PSR community is allowed to give children medication. If your child needs or requires medications, they must be administered at home before arriving to class.

### **COST OF THE PROGRAM:**

The cost of the program is \$35 for one child, \$60 for two and \$75 for three and up paid in full before the PSR classes start each year. Students receive their textbook, which they may keep, and any supplies needed for projects. An additional fee of \$35 per child is required for Grades 2 and 11 for their sacramental preparations. If you have any questions or concerns about the fees, please contact the PSR office.

### **THE BIBLE:**

The Bible is the word of God. We are asking parents to purchase a Catholic Youth Bible for their child, if they do not already have one. Spend time reading it together as a family. Make a special place for it in your home. Please do not send it to class unless the teacher asks. If you'd like a list of approved children's catholic youth bibles, please contact the office. There are several to choose from at [www.autom.com](http://www.autom.com).

### **PRAYERS:**

A prayer booklet will be sent home in the beginning of the year with the students. It will contain all of the prayers they need to know by the end of their PSR year in accordance with their grade level.

Catechists will keep parents informed of prayers to be practiced and prayed at home.

### **SACRAMENTAL PREPARATION:**

During the year, our second graders will be preparing to receive the sacraments of First Reconciliation and First Eucharist, and our 11<sup>th</sup> graders will be preparing to receive the sacrament of Confirmation.



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### **First Reconciliation and First Eucharist:**

Students preparing for these sacraments should have received at least one (1) full year of religious education prior to the sacrament preparation year. Before a child receives these sacraments, we will need a copy of your child's baptismal certificate.

Parents and students preparing for First Reconciliation and First Eucharist will be required to do the following:

- Attend Mass every Sunday, and Holy Days of Obligation;
- Regularly attend PSR classes if they do not attend catholic school.
- Students must attend all scheduled sacramental preparation retreats.
- Memorize all required prayers.
- Parents and students must attend the First Eucharist practice.

Parents must attend the mandatory parent meeting prior to each sacrament preparation. A separate handbook will be given at each parent meeting relating to the sacrament.

### **Confirmation:**

Ideally, students preparing for Confirmation would have participated in a religious education program from 1<sup>st</sup> grade until present. Students preparing for Confirmation will be required to do the following:

1. Attend/participate in mass every Sunday and Holy Days of Obligation.
2. Write a letter to the Priest asking to be confirmed.
3. Choose a Saint's name and write a report on why you chose him/her and how you relate to this particular saint
4. Complete 30 service hours.
5. Parents of confirmation candidates are required to attend parent meetings.  
(SEE SCHEDULE)
6. Candidates must write a letter to their sponsor thanking them and explaining the reason they chose them.
7. Candidates are required to attend the confirmation retreat and one retreat for every year of high school.
8. Participate in the Rite of Enrollment
9. Interview With Father
10. Sacrament Preparation classes (See Confirmation handbook)
11. Attend Rite of Enrollment Mass



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## PICK UP/DROP OFF PROCEDURE:

All students must be dropped off and picked up at the St. Anne Activity Center located behind the church.

### **Drop off:**

1. **No elementary student may be dropped off before 8:15am on class days.**
2. Do not allow your child/children to exit your vehicle at any time unless an adult volunteer is visible outside of the door.
3. If you arrive with your child after classes have begun, you must walk your child into the building.
4. All middle and high school students should be accompanied to mass by their parent or guardian. It is the parents' responsibility to make sure their 8<sup>th</sup> – 11<sup>th</sup> grader makes it into the activity center for the group gathering at 11:30.

### **Pick up:**

1. **Morning classes end at 10:15am. All 1<sup>st</sup> – 7<sup>th</sup> grade students must be picked up by this time either in church or car line.**
2. If your 1<sup>st</sup> – 7<sup>th</sup> grader is meeting you for mass, they will be walked to the church to meet you at 10:15. Please be prompt.
3. If your elementary student will not be attending mass, you must send a note informing your child's teacher and pick your child up in the activity center at 10:15am sharp.
4. 8<sup>th</sup> – 11<sup>th</sup> graders are dismissed at 1:00pm. No students will be dismissed early without a parent note.

## PARENT VOLUNTEERS:

Parents are the primary educators of their children. It is with this in mind, that all parents are asked to help with our PSR program in some way. Below is a list of the many different ways you can be involved. Let us know if you can help with every class, once a month or occasionally.

Elementary Catechist      High School Catechist      Drop off/Dismissal assistant      retreat help

Teachers' aide                      hall monitor                      office help                      substitute Catechist

On behalf of the parish staff and Catechists of St. Anne and St. Anthony, I thank you for your support and cooperation and for trusting us with your children. We look forward to our partnership with you this year. It is in working together that we are the Body of Christ and carry out His mission of building the Kingdom of God.

In Christ,  
Shanon B. Collins  
Director of Religious Education