

# **St. Patrick Parish School of Religion**



## **2023-2024 Family Handbook**

**701 S. Church Street  
Wentzville, MO 63385**

**636-332-9913 x1452**

**Fax 636-887-2065**

[rhenry@stpatsch.org](mailto:rhenry@stpatsch.org)

[www.stpatrickwentzville.org](http://www.stpatrickwentzville.org)

## Sacramental Information

Sacramental Preparation for First Reconciliation, First Eucharist and Confirmation is provided in conjunction with the regular Parish School of Religion classes. The normal time for children to receive the Sacrament of Penance for the first time is during the first semester of the Second Grade. Preparation for the Sacrament of First Holy Communion will begin after the catechesis and celebration of the Sacrament of First Penance has been completed. The celebration of First Communion should be in the second semester of Second Grade. Students in higher grades will be accommodated in special classes when available. Any student who will be receiving these sacraments must have attended 1 year of PSR or approved religious study.

The Confirmation program begins in 7<sup>th</sup> grade and continues through 8<sup>th</sup> grade; however, continuous enrollment in the parish school of religion is required for grades 1-8.

It is required that all parents who present their children for sacramental preparation attend all meetings regarding the reception of the sacraments. Important information and materials will be given out at this time. The following are tentative dates...

### Sacraments Parent Meeting

Monday, October 2, 2023 6:30 PM Church

### Celebration of First Reconciliation

Thursday, November 30, 2023 7:00 PM Church

### First Communion Parent Prayer Service

Monday, March 4, 2024 6:30 PM Church

### First Communion Practice

Saturday, April 27, 2024 9:30 AM Church (English)

Saturday, April 27, 2024 10:30 AM Church (Spanish)

### Celebration of First Holy Communion

Saturday, May 4, 2024 1:00 PM Church (English)

Sunday, May 5, 2024 1:00PM (Spanish)

*(Spanish Mass Date and Location is Tentative)*

### Confirmation Years 1 and 2 Confirmation Parent Meeting

Monday, September 25, 2023 6:30 PM Social Hall

### Confirmation Year 2 Confirmation Candidate-Sponsor Evening

Monday, November 6, 2023 6:30PM Social Hall

### Confirmation Retreat (Confirmation Year 2 ONLY)

Saturday-Sunday, February 17-18, 2024 Parish

### Confirmation

Saturday, April 20, 2024 1:30 PM Cathedral Basilica of St. Louis

***(Arrival between 12:30 -1:00)***

## **PHILOSOPHY OF EDUCATION IN THE ARCHDIOCESE**

Catholic education is an expression of the teaching ministry of the church, organized to promote human development in response to the Gospel. It fosters growth in all individual and social human dimensions--spiritual, moral, intellectual, emotional, and physical--through a ministry embracing a message, of faith, taught and lived in community, and reaching out in service to others.

The desired outcomes of Catholic education include "personal sanctification and social reform in the light of Christian values." (TTJD) The development of a positive self-concept and moral values are sought. The religious training is provided to deepen an understanding of the faith experience.

## **ST. PATRICK PARISH MISSION STATEMENT**



**Forming Disciples;  
Leading All to Christ**

## **PHILOSOPHY OF ST. PATRICK PARISH SCHOOL OF RELIGION**

Building and living a Catholic Faith Community, proclaiming the message of the Gospel, motivating to service and leading to prayer are the commitments of the Parish School of Religion. This also involves the parish community and especially, the home, wherein lies the prime duty of religious education.

Parents are the first and foremost catechists of their children and religious education begins and continues in the home environment. The Parish School of Religion strives to provide a framework for the formal education and is responsible to assist parents in sharing faith and providing opportunities for growth.

## **GOALS**

- ❖ To have the students of St. Patrick Parish develop a personal relationship with God.
- ❖ To provide various prayer experiences for the students and parents, including both private and public forms of prayer.
- ❖ To have the students obtain knowledge of the basic doctrines of the Catholic Faith; of its history, tradition, and liturgical rites and to understand how they can serve God and grow in appreciation of His love.

- ❖ To have the students fully participate in the communal, sacramental, and liturgical life of the church, especially the celebration of the Eucharist.
- ❖ To seek and implement strategies to involve parents in the religious formation of their children.
- ❖ To help the students respond to God's grace by exhibiting kindness, concern and love for fellow human beings in their family, community and throughout the world.

## **PARENT WITNESS STATEMENT**

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

*"You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor...You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord."*

No wonder then, that the church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic Community that is the heart of the spiritual life for Christian families.

Catholic Schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware then of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.
- Commit to speak more with my children about God and to include prayer in our daily home life.
- Participate in and cooperate with the Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.
- Teach my children by word and example to have a love and concern for the need of others.
- Meet my financial responsibilities in supporting the Parish School of Religion and the Parish.

## **ADMINISTRATION**

**The Pastor**--The pastor is the spiritual leader and the chief administrator and is ultimately responsible for the educational apostolate of St. Patrick Parish School of Religion

### **The Pastoral Associate-**

The Pastoral Associate administers the PSR according to the general policies and procedures of the Archdiocese of St. Louis. It is the Pastoral Associate's duty to work closely with the pastor, school principal, faculty, parents, children and the parish community to achieve a climate and program that foster Christian growth within the PSR.

## **1. ADMISSION POLICIES**

***The St. Patrick Parish School of Religion policy follows the general guidelines established by the Archdiocese of St. Louis. All Parish Religious Education Programs of the St. Louis Archdiocese shall admit learners of any race, color, national origin, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to participants in these programs.***

The parish school of religion is an expression of the Church's effort to evangelize and catechize its young members who have been baptized into the Catholic faith and who attend a public or secular private school.

- a. The PSR will admit students from Catholic families who reside in our parish or any neighboring parish that does not have a PSR.
- b. Each family is to be registered in their parish.
- c. Each family is to regularly attend Sunday Mass.
- d. Each family is to regularly use their Church contribution envelopes.
- e. Each family is to be involved in parish and school activities and functions.
- f. Pastoral Associate will place the student in the class which best satisfies the needs of the student.
- g. Transfer students from other PSR or Catholic school programs are expected to provide all records as needed.
- h. The students will be expected to comply with all school regulations and to conduct themselves during class time in a manner conducive to learning.
- i. Parents are required to demonstrate a desire for Catholic education through their support of the concepts in the PARENTAL WITNESS STATEMENT.
- j. In all cases in which the parents of a student are separated or divorced, the school shall be presented with a copy of the part of the decree relative to custody and visitation rights.

## **2. ARRIVAL-DISMISSAL**

Rules of etiquette are in place to protect the children. They are not intended to inconvenience any parent. The safety officers are in place to give direction and to enforce the rules. We appreciate your understanding and respect to these helpers. Please follow all signs and extend courtesy to one another.

- a. **Arrival:** Enter and proceed cautiously in single file area in front of School to drop off students. Parents wishing to walk students to class may park in center of lot in rows 2 or 3, and use crosswalk to Front Door entrance of school.
- b. **Dismissal:** One grade will be escorted to the parking lot at a time with the following grade dismissed when the hall is clear. Teachers will stay until all children are signed out and picked up by parents/guardians. First cars enter and proceed to rows 1 & 2, filling in all spaces. Additional vehicles fill in row 3 and then row 4. Please be in place 5 minutes prior to dismissal time. Children will not be dismissed or proceed to cars until all cars in Rows 1-3 are in place. When children are secured in cars a signal will be given and rows will be dismissed in order by the safety patrol. Parents/guardians arriving late will then pull into the parking lot and those children will be dismissed per above directions.
- c. **DO NOT ATTEMPT TO LEAVE UNTIL SIGNAL IS GIVEN!** (There will be a second dismissal for later arrivals). **Children and any parents will**

**wait in the safety box for the signal for the 2<sup>nd</sup> dismissal.**

- d. **NO STUDENT WILL BE ALLOWED PAST THE PARKING LOT TO CARS AT THE ENTRANCE OR THE UPPER CHURCH PARKING LOT. This is a SAFETY issue,** and your cooperation with this is greatly appreciated.
- e. The common practice and expectation is that all students are dropped off and picked up from school by a parent/legal guardian or by a person appropriately designated by the parent/legal guardian. **If a parent/legal guardian wishes to have her/his child walk to PSR or walk home, then the parent/legal guardian must specify this in writing in the "Hold-harmless" form available in the Pastoral Associate's office.** The parent/legal guardians of the student agree to indemnify and hold harmless St. Patrick PSR, St. Patrick Parish, and the Archdiocese of St. Louis from any injury to students or damage or loss of personal property of student walking to or from the PSR.

### 3. ATTENDANCE

**Students are expected to attend all classes and activities scheduled for them by the parish school of religion. A student who is not present at a scheduled session is designated "absent." Teachers will keep weekly records of attendance for the student's permanent file during the time of enrollment in the parish school of religion.**

- a. Regular attendance and punctuality are necessary if a child is to make satisfactory progress. It is important that students miss class only for a serious reason. Therefore, athletic activities, scouting events, birthday parties, dance classes etc. will not be a valid excuse for a child's absence. At the same time, a child who is ill will not be able to focus on the activities and endanger the health of all others in the class. Children with fever or communicable disease should be kept at home. **If your student is unable to attend class due to illness or family emergency, please call or e-mail the PSR administrative assistant at [psroffice@stpatsch.org](mailto:psroffice@stpatsch.org) or (332-9913x1452).** Give her the student's name, grade, session and teacher's name. The student's name will be placed on the "excused absentee" list. For your children's safety, phone calls may be made to check on unreported absences.
- b. Excessive absences will require a meeting with parents and in severe cases the CRE may require

that the child repeat a grade level. An accurate record will be kept of all absences and tardiness. Students are required to bring a written, dated, and signed excuse of an absence. Make-up work may be required.

- c. **Students arriving at class after the bell has rung must stop by the office for a late arrival slip.** When tardiness is excessive, parents will be contacted to try to find a solution. Tardiness is disruptive to the class and detracts from the student's ability to focus.
- d. Early dismissal of a student in the program will be permitted only after checking with the office and signing the early dismissal book. Students will not be allowed to leave the building unless accompanied by an adult. **Students shall not be released from PSR class without the knowledge and consent of parents and guardians.**

### 4. BOOKS AND SUPPLIES

- a. Textbooks are provided for all students at the beginning of the year. Children are given bibles in the 6<sup>th</sup> grade. Each student is expected to take his/her book home each week so that the family has the opportunity to complete the "At Home" or homework segments. Consequently, each student is also expected to bring these books to class each week. The website: [www.aliveinchrist.osv.com](http://www.aliveinchrist.osv.com) complements the text and offers information and activities for families and students.
- b. Each child must assume responsibility for his/her books. The student must pay for loss or damage to any books. Three appearances at class without a book will constitute a loss and be subject to a reimbursement fee of \$25.00.
- c. All supplies which are needed in the classroom are provided.

#### CLASSROOM ASSIGNMENTS

Every effort is made to accommodate the wishes of the family for sessions and classrooms.

### 5. CLASS TIMES

<b>Wednesday</b>	<b>Grades 1-8</b>
<b>Session A</b>	<b>5:00-6:15 PM</b>
<b>Session B</b>	<b>6:45-8:00 PM</b>

Students may enter the building no earlier than 10 minutes prior to class time. Students must wait outside the classroom until adult supervision is available in the classroom. The first bell will ring to signal students to enter their classrooms.

Christ by OSV, God's gift by Loyola Press and Purpose by Lifeteen.

## **6. CLASS WORK--HOMEWORK**

- a. **Class work:** A two-pocket folder and paper will be provided. Each teacher may also require additional items and will explain the first night of class. All students in Confirmation Year 1 and Year 2 will also be required to bring a copy of the New American Bible. Students in Grade 6 will receive a bible.
- b. **Homework** will be assigned. It is expected that all assignments be completed on time. The purpose of homework is to further the teaching begun in the class each week and to help parents guide their children's learning experience in the home. Assignments often include family participation and/or parental assistance. Homework may also include studying for quizzes, tests, and learning prayers. Please check with your child each week for their assigned homework.
- c. **SUNDAY MASS ATTENDANCE IS EXPECTED AS PART OF THE WEEKLY CLASS WORK AND HOMEWORK FOR ALL STUDENTS.** As Catholics, we depend upon regular participation in the Eucharist for spiritual nourishment. We come together to offer ourselves and to receive the most precious gift of God's own life. Mass attendance is central to our practice of the faith. Children are taught that they are to attend Mass every Sunday. Parents are asked to make the Sunday Mass a key part of the family's religious practices each week.

## **7. CONTINUING FAITH FORMATION AND EDUCATION FOR PARENTS**

Each year you have children attending PSR, you are expected to attend 2 adult faith formation and/or adult education programs. If you have a child preparing to receive a sacrament, your sacrament preparation meetings will fulfill this. Other years, you can participate in bible study, retreats, missions and other parish sponsored programs and speakers. We will keep you informed about learning opportunities through the parish bulletin and PSR newsletter.

## **8. CURRICULUM**

A copy of the Parish School of Religion Curriculum is available upon request. The Text used is Alive in

## **9. DISCIPLINE/CONDUCT**

- a. The catechist, with the support of the parents, challenges the young person to grow in the Christian faith, attitudes, values and behavior and to develop a healthy Christian acceptance and respect of self, others and property.
- b. Discipline is an essential aspect of Christian development. Therefore, practice in self-discipline becomes a necessary part of our program. With this in mind, we respectfully ask the parents:
  1. to take personal interest in their child's work
  2. to consult the teacher to learn about the child's conduct and learning progress.
  3. to remind the children often of their responsibility:
    - to obey all school rules.
    - to be sensitive and respectful of the feelings and ideas expressed by others.
    - To attentively listen to the person speaking and to cooperate in maintaining a learning atmosphere in the classroom.
    - to foster respect for themselves and others, as well as for the material gifts we are fortunate to be blessed with at home and at school.
- c. **Students are expected to follow all explicit and implicit rules of the school and to accept the consequences for failure to do so.**
- d. Minor disturbances of discipline and order will be handled and resolved by the teacher in the classroom. If an entire class is causing problems, the right is reserved to require the assistance of the parents coming into the classroom as additional monitors to help the teacher keep the class focused.
- e. In order to allow full participation by all students in the learning process, an atmosphere conducive to religious growth and development must be maintained. Attention should be given to the student who follows the rules, rather than to the one who breaks the rules. With the use of the assertive method of discipline students are rewarded for positive behavior, but they are also made aware of the consequences of disruptive behavior and other inappropriate conduct.
- f. **Each teacher will clearly communicate visually with charts and verbally what**

**he/she needs in order to teach and what the student needs in order to learn.** Students are made aware of the expectations of the teacher and what the consequences of their behavior will be. Rules will be: CLEAR - CONCISE - ENFORCED!

g. **These school rules will be enforced along with the specific rules established by the teacher:**

- ❖ **At all times respect will be shown to teachers and fellow students.**
- ❖ **Textbooks, school supplies and property are to be treated with proper care.**
- ❖ **Contents of desks are not to be disturbed**
- ❖ **Gum chewing is not allowed.**
- ❖ Food and drink will be allowed only for special class parties that are approved by the Pastoral Associate.

h. An example of consequences:

- 1st offense - name posted on board
- 2nd offense - check placed by name
- 3rd offense - student sent to office.

i. In the example, the teacher does not use time or excess attention on the offender but continues teaching and reinforcing the positive behavior of the classroom. Verbal ridicule, physical punishment, extremely long and bizarre written punishment or punishment of an entire class is not appropriate or effective discipline.

j. If a student is sent to the office a second time during the school year, he/she will be required to phone the parent to discuss the situation. A third trip to the office will require an immediate suspension until a conference can be arranged between the teacher, parent, student and Pastoral Associate. At this point further participation in the PSR program is at the discretion of the Pastoral Associate.

k. Depending on the severity of an offense, the student might be sent home immediately with no further warning. Major offenses will be handled separately and will require an immediate conference with parents, Pastoral Associate and teacher. Behavior resulting in automatic suspension could include fighting, use of profanity and vulgar language or gestures, destruction of property, disrespect to authority, leaving the building without permission and/or serious violations.

l. Withdrawal for cause is the most serious means of addressing a discipline problem. IF a child's behavior presents a serious threat to the physical, spiritual or moral well being of fellow students, the child may subject to "withdrawal for cause" by the Pastoral Associate.

## **10. DRESS CODE**

**Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for the parish school of religion. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed.**

a. The Dress Code has been adapted from the Wentzville Elementary School Discipline Plan.

b. The appearance of any student is primarily the responsibility of that student and the parent. Students' dress and appearance are required to be of such character as not to disrupt nor distract from the instructional procedures of the school.

c. Students are to wear clothing which is clean and safe. Shoes must be worn at all times. Clothing that is revealing or is suggestive may not be worn. Tube tops, tank tops, halter tops, midriff and see-through clothing are all considered inappropriate for school. Skirts and shorts must be of a reasonable length. Head gear may not be worn in the building. Hats and caps will not be permitted to be worn in Church or the Adoration Chapel. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.

d. Non-scuffing shoes are preferred. **NO** Skate wheeled or roller-blade shoes are allowed.

e. No dress code can possibly cover all eventualities or possibilities, and it should be understood that the Pastoral Associate will have the final decision as to what is acceptable and what is not.

## **11. ELECTRONIC COMMUNICATIONS DEVICES AND APPLICATIONS:**

a. **All tablets, E-readers, Cell/Smart Phones, laser pointers and all other electronic entertainment devices are not to be used or visible during school hours.** All such devices in violation of these



restrictions shall be confiscated by staff members and turned in to the Pastoral Associate. The student may pick up the device at the end of the school day. The Parish, the Parish Board of Education, the administration and staff shall not be liable for any alleged damage to or loss of any personal items. Parents and police may be notified when it is deemed necessary.

**b. Internet and Electronic Communications Conduct:**

A safe environment for all members of the community should be a hallmark of a parish school of religion. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of parish school of religion, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the parish school of religion.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's/PSR's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the PSR community or (3) in the coordinator's discretion, cause harm to the PSR or the PSR community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

**c. There will be no electronic and digital communication and information sharing with students.** School Personnel may not use personal websites, blogs, e-mail, social networking sites, text messaging, and the like to communicate with students or parents.

**All electronic and digital communication and information sharing with parents/guardians by PSR Personnel must occur through applications provided and monitored by the PSR.** For convenience, School Personnel may communicate with parents using a personal cell phone utilizing the voice function or to ensure student safety in an emergency situation. School Personnel may communicate with students and/or parents using a personal cell phone utilizing the voice function or text messaging function.

PSR Personnel shall have no expectation of privacy when utilizing School Technology or when communicating with students and parent/guardians. Parents/guardians shall also be encouraged to report to the Pastoral Associate any electronic or digital communications from PSR Personnel that are in violation of this policy.

Violations by School Personnel of the electronic and digital communication policy shall be subject to the full range of disciplinary consequences up to and including termination.

**d. Maintaining School Privacy:**

St. Patrick PSR understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to Facebook, Instagram, YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to public Internet based application.

## **12. EMERGENCY CLOSINGS**

If Wentzville and St. Patrick full time schools close school due to weather conditions, there will be no PSR classes. Because we do not have to depend on busses, if Wentzville School is closed for **cold** weather, but St. Patrick School is open, PSR may **NOT** be canceled. PSR Closings will be on KMOV (4), KSDK (5) and Fox2 News and delivered via Email.

## **13. HOME SCHOOL**

If it is necessary for a family to teach their children religion at home, (instead of in a formal classroom setting) arrangements must be made with the Pastoral Associate. Registration forms should be completed and all registration and book fees paid.



## **14. PRAYERS**

The importance of prayer cannot be emphasized enough. A child learns their first prayers from their parents before they come to school. Every child should know how to make the sign of the cross properly, and be able to recite the Our Father and the Hail Mary. This will be emphasized in First Grade and will be carried through the other grade levels. Other prayers will be taught and expected to be known as the child is older and proceeds from one grade level to the next. For prayers to become a part of a child's life he/she must witness prayer in the home. Children usually place their priorities where they see their parents' priorities. If parents never pray Grace at meals, it is likely that the child will not show interest. If you do not think that Sunday Mass is important, your child will not go to Mass. Let your child see you pray, read Scripture, pray the Rosary, be attentive and participate at Mass, and receive the sacraments. These are important religious experiences in each of our lives.

## **15. REPORT CARDS**

**Parents/guardians as well as students will be made aware of their progress in every way that will be most beneficial to all concerned.**

The home is the most important influence on a child's faith. It is especially from the parents/guardians that the child learns to know, love, and serve God. The Parish School of Religion assists parents/guardians through a systematic presentation of the Good News, designed to help the child's faith become living, conscious, and active through the light of instruction. Progress reports are given in the sincere hope that they will help parents/guardians guide and encourage their child in learning and valuing the faith. While a child's relationship with God cannot be graded in any way, objective judgments can be made about one's knowledge and effort. The parish school of religion provides parents/guardians with regular reports on the child's understanding of material, attention/participation in class, assignments, and behavior.

- a. Each student will be issued a report card twice a year. Grades will be based on attendance, participation, conduct, understanding of material, homework, and all other student work.
- b. All teachers will provide periodic progress reports and consistently maintain communications with the parents.

## **16. SACRAMENTAL PROGRAMS**

- a. The sacramental program is designed with a focus on family participation and celebration. The school aids the parents in preparing their children for the Sacraments of Reconciliation, Eucharist, and Confirmation. We prepare children in all grades.
- b. Preparation for Eucharist and Reconciliation actually begins in First Grade; preparation for Confirmation is ongoing from that time. It is very important for students to be active in PSR classes during these elementary through middle school years. **It is absolutely necessary that students preparing for the reception of sacraments attend class regularly, complete all assignments promptly, and participate fully in the process.**
- c. In the Archdiocese of St. Louis, the normal time for children to receive the Sacrament of Penance for the first time is the first semester of the Second Grade. Preparation for the Sacrament of First Eucharist will begin after the catechesis and celebration of the Sacrament of First Penance has been completed. The celebration of First Communion should be in the second semester of second grade. The established time for receiving the Sacrament of Confirmation is eighth grade or older.
- d. **A child should have at least one year of formal training in a religious education program prior to the year that sacraments are to be received.**
- e. Attendance at all practices is also required if students are to participate in the celebration of the sacraments with their classmates.
- f. Parental involvement in sacramental preparation is essential and not an option. Being a Catholic in the world today calls us to daily conversion in response to our baptismal call. Parents are challenged to take seriously the time and commitment to help children grow in a sacramental life for years to come.

## **17. SAFE LEARNING ENVIRONMENT**

- a. **All personnel -teachers, aides and volunteers- are required by the St. Louis Archdiocese to complete the Prevent and Protect Program.** Each individual will need to Register, Submit New Background Check, Complete "Protecting God's Children" training, Complete "Mandated Reporter" training, Complete "Code of Conduct" training, and sign the Code of Conduct. Teens who assist will be required to sign a "Teen" ethics Code. The

archdiocese states that all persons working with or around children who volunteers or works for any amount of time in a school or parish must complete the program. Every adult volunteer, 18 or older and out of high school, must have completed the program to volunteer or work at St. Patrick. **All** parents are encouraged to participate in the process in order to benefit from the information provided. Workshops are scheduled regularly and schedules are listed at [www.archstl.org](http://www.archstl.org).

- b. Hall supervisors will be present in the building to ensure student safety during classes. The Front Office Door Entrance (Old Church Entrance) is to be used by all grades. All other doors will be locked. ALL visitors (including parents) must report to the office immediately upon entrance into the school building. No visitor is to go directly to a classroom for any reason.
- c. If a person does seem suspicious or impaired, the Pastoral Associate/administrator should be notified immediately and they will ask the person to leave the building. If the person refuses to do so then the Wentzville Police Department will be called.
- d. Visitors are not allowed in PSR classes without prior permission from the Pastoral Associate and the teacher. We are not opposed to sharing the program with visitors, but we cannot allow classes to be disturbed with last minute guests. All volunteers and visitors must park in the church or parish center parking lots.
- e. **Parish Schools of Religion shall provide a safe learning environment for all members of the learning community.** The climate of the parish school of religion shall reflect Gospel values, including an emphasis on the dignity of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.
- f. **The use and abuse of alcohol and other drugs** poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain non-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions, or on the way to or from school functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved. (School Board Policy 1998, amended 2000,2007)
- g. **Violence** is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence, or the threat of violence, also inhibits human development and successful learning. Therefore, **violence is not tolerated** in parish schools of religion. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury or harassment; assault, possession and/or use of a weapon; and theft or vandalism of property.
- h. **A weapon** is anything used or intended to be used to threaten, intimidate, and/or harm persons. The **possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.** This prohibition expressly includes those persons licensed to carry concealed firearms. [In order to provide a safe environment, the possession of a concealed firearm on the property of St. Patrick School and Parish, including the buildings, parking areas and other premises is strictly prohibited. (Board of Education Policy 3, amended May 2004)]
- i. St. Patrick PSR shall maintain a learning environment that is free from harassment. **No student in the school or PSR shall be subjected to any form of harassment.** Students will need to notify the proper school authority (verbal or written) when a harassment issue occurs and the school will address the situation using appropriate disciplinary consequences, counseling methods, and parental or guardian contact and involvement in accordance with the nature and frequency of the offense.
- j. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. (Board of Education Policy 6, 2000)
- k. **Parish School of Religion officials with sufficient reasons to do so may search a student's locker and/or desk.** With good reason, school officials could request that a student empty the contents of pockets, purse or backpack. If a student refuses, disciplinary action could be taken on that refusal.
- l. Students and parents/guardians are encouraged to report any concerns regarding potential acts of violence to the Pastoral Associate or catechist.

## **18. SERVICE PROJECTS**

Various service projects that evangelize to the family, school, parish, community and world will be completed by the classes. These projects enable the students to apply all of the lessons they have learned in the classroom. Special service projects are expected for those preparing to receive the sacrament of Confirmation and more information will be distributed in the Confirmation participant packet.

- a. Each week a collection of non-perishable foods will be made for the local food pantries. Each week of Lent a collection of non-perishable foods will be made for the local food pantries. Valentines are sent out in February to those homebound.
- b. Periodic projects will focus on prayer and/or material resources to alleviate suffering locally, nationally and internationally.

## **19. TREATS & PARTIES**

- a. **Children's birthdays will be honored through special recognition over the announcements. Special snacks, flowers, balloons, etc should not be brought to PSR for your child's birthday.**
- b. Party invitations may not be passed out at school or on the parking lot unless each child (or at least each boy or each girl) in the student's classroom receives one. The child's teacher should be given the invitations and the teacher will pass them out. NO birthday or special occasion gifts will be passed out at PSR.
- c. Treats or candy received by the children during class may not be opened or consumed on the premises. Children will be instructed to take the treat home to open only with parental permission.

## **20. TUITION**

- a. Tuition per year is \$225 for one-child family, \$350 for two-child family and \$425 for three or more children. Tuition is due at registration. Installment plans are available as well.
- b. If you cannot meet the financial responsibilities of this program, please contact the Pastoral Associate Rachel Henry at 636-332-9913 x1451 or email rhenry@stpatsch.org and financial assistance will be arranged.

## **21. WEATHER CONDITION SAFETY DRILLS**

To assure the safety of each student and faculty member in the event of fire, tornado or other potentially hazardous situations, drills are held periodically throughout the school year to familiarize students and staff with emergency procedures.

## **22. CHANGES IN HANDBOOK**

The Family Handbook contains established policies and procedures for the 2023-2024 school year. Since it is not possible for a handbook to address every situation that may arise during a school year, the PSR administration reserves the right to amend or revoke the policies and procedures in the Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner and this will include a statement about when the change will take effect.

## **23. VOLUNTEER OPPORTUNITIES**

- do something special on a one time basis, e.g. teach a song, lead a prayer service, etc.
- donate items that could be used in the program
- Assist with Safety Patrol
- help with a class service project
- donate used paper
- substitute teacher
- teacher's aide
- office assistant
- phone caller
- listen to children's prayers
- assist teacher on an on-call basis for special projects
- hall monitor



## **24. HOW CAN I AS A CONCERNED PARENT HELP?**

Enrolling a child in the Parish School of Religion is only one of the ways in which a parent can help their child attain a proper religious education. There are many other things a parent does to help their child to know God's love. Ask yourself these questions:

- a. Do I see that my child attends classes regularly and promptly?
- b. Do I show an interest in what my child learns by discussing their lessons with them? Do I ask to see their books, papers, etc.?
- c. Do I see to it that my child does his/her homework and willingly give them help when required?
- d. Do I work with their teachers to help my child know their prayers and religion lessons?
- e. Do I set a good example at home by praying with my child before meals and at bedtime or other times?
- f. Do I see that my child attends Mass each week and on all Holy Days of Obligation?
- g. Do I show my child how to help others?
- h. Do I let my child know that I love God?

If you can answer "YES" to all these questions, then you are helping your child realize the importance of knowing, loving and serving God.

## **25. Visitor Policy**

Parents/Guardian are welcome to walk their child(ren) down to the classroom. The parent/guardian is then asked to exit the building. At 5:10 pm and 6:55 pm the doors will be locked for the safety of the children. No adult will be allowed to enter without prior completion of Protecting God's Children. An adult may be escorted by an employee or volunteer, who has Protecting God's Children, in the event of a medical emergency.

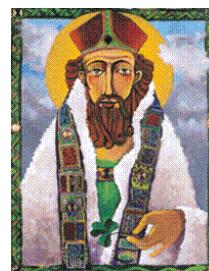
## **26. Health Procedures**

If your child has had a fever within the last 24 hours or other symptoms commonly associate with contagious illnesses then, please keep your child home from class.

Standard quarantine protocols as set by the CDC should continue to be in place. Masks will be optional at St. Patrick. We understand and respect the opinions of our families and will be sure to honor them.

### **The Breastplate of Saint Patrick**

I arise today through a mighty strength, the invocation of the Trinity, through belief in the Threeness, through confession of the Oneness of the Creator of creation.



I arise today through the strength of Christ with His Baptism, through the strength of His Crucifixion with His Burial, through the strength of His Resurrection with His Ascension, through the strength of His descent for the Judgment of Doom.

I arise today through the strength of the love of Cherubim in obedience of Angels, in the service of the Archangels, in hope of resurrection to meet with reward, in prayers of Patriarchs, in predictions of Prophets, in preachings of Apostles, in faiths of Confessors, in innocence of Holy Virgins, in deeds of righteous men.

I arise today, through the strength of Heaven: light of Sun, brilliance of Moon, splendour of Fire, speed of Lightning, swiftness of Wind, depth of Sea, stability of Earth, firmness of Rock.

I arise today, through God's strength to pilot me: God's might to uphold me, God's wisdom to guide me, God's eye to look before me, God's ear to hear me, God's word to speak for me, God's hand to guard me, God's way to lie before me, God's shield to protect me, God's host to secure me:

against snares of devils, against temptations of vices, against inclinations of nature, against everyone who shall wish me ill, afar and anear, alone and in a crowd.

I summon today all these powers between me (and these evils):

against every cruel and merciless power that may oppose my body and my soul, against incantations of false prophets, against black laws of heathenry, against false laws of heretics, against craft of idolatry, against spells of witches and smiths and wizards, against every knowledge that endangers man's body and soul.

Christ to protect me today against poison, against burning, against drowning, against wounding, so that there may come abundance of reward.

Christ with me, Christ before me, Christ behind me, Christ in me, Christ beneath me, Christ above me, Christ on my right, Christ on my left,

Christ in breadth, Christ in length, Christ in height, Christ in the heart of every man who thinks of me, Christ in the mouth of every man who speaks of me,

Christ in every eye that sees me,  
Christ in every ear that hears me.

I arise today through a mighty strength, the invocation of the Trinity, through belief in the Threeness, through confession of the Oneness of the Creator of creation.

Salvation is of the Lord. Salvation is of the Lord. Salvation is of Christ. May Thy Salvation, O Lord, be ever with us.

St. Patrick (ca. 377)

### The Sign of the Cross

In the name of the Father, and of the Son,  
and of the Holy Spirit, Amen.

### Our Father

Our Father, who art in heaven,  
hallowed be Thy name. Thy kingdom come,  
thy will be done, on earth as it is in heaven.  
Give us this day our daily bread, and forgive  
us our trespasses as we forgive those who  
trespass against us; and lead us not into  
temptation, but deliver us from evil, Amen.

### Hail Mary

Hail Mary, full of grace, the Lord is with you;  
blessed are you among women, and blessed  
is the fruit of your womb, Jesus.  
Holy Mary, Mother of God, pray for us sinners  
now and at the hour of our death, Amen.

Glory Be Glory be to the Father and to the Son,  
and to the Holy Spirit. As it was in the beginning,  
is now and ever shall be, world without end, Amen.

### Act of Contrition

My God, I am sorry for my sins with all my  
heart. In choosing to do wrong and failing to do good,  
I have sinned against you whom I should love above  
all things.

I firmly intend, with your help, to do penance,  
to sin no more, and to avoid whatever leads me to sin.

Our Savior Jesus Christ suffered and died for  
us. In His name, my God, have mercy.

### Prayer Before Meals

Bless us, O Lord, and these your gifts, which  
we are about to receive from your bounty, through  
Christ, Our Lord, Amen.

### Law of Love or God's Two Greatest Commandments

"You shall love the Lord your God with all your  
heart, and with all your soul, and with all your  
mind....You shall love your neighbor as yourself."  
(Matthew 22:37, 39)

## SACRAMENTS OF CHURCH

### Sacraments of Initiation:

- Baptism
- Confirmation
- Eucharist

### Sacraments of Healing:

- Reconciliation
- Sacrament of the Sick

### Sacraments at the Service of Communion:

- Matrimony
- Holy Orders

## PRECEPTS OF THE CHURCH

- You shall attend Mass on Sundays and holy days of obligation and rest from servile labor.
- You shall confess your sins at least once a year.
- You shall receive the Sacrament of Eucharist at least during the Easter season.
- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

## TEN COMMANDMENTS

- I. You shall honor no other god but me.
- II. You shall not misuse the name of the Lord your God.
- III. Remember to keep holy the Sabbath.
- IV. Honor your father and your mother.
- V. You shall not kill.
- VI. You shall not commit adultery.
- VII. You shall not steal.
- VIII. You shall not bear false witness against your neighbor.
- IX. You shall not covet your neighbor's wife.
- X. You shall not covet your neighbor's goods.

## APOSTLE'S CREED (RM)

I believe in God, the Father almighty, creator of heaven and earth and in Jesus Christ, his only Son, our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God, the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

## ROSARY

The complete rosary is composed of fifteen decades, divided into three distinct parts, each containing five decades. The first part consists of five joyful events in the life of Jesus and Mary, the second part recalls five sorrowful events, and the third part considers five glorious events. In October, 2002, Pope John Paul II asked Catholics to also reflect on the five "mysteries of light", the events from Jesus life.

We begin by making the Sign of the Cross. Then we say the Apostle's Creed, one Our Father, three Hail Mary's and one Glory to the Father on the small chain. Then recall the first mystery, say one Our Father, ten Hail Mary's and one Glory the Father. This completes one decade. All the other decades are said in the same manner with a different mystery meditated upon during each decade. At the end of the rosary, the Hail Holy Queen may be recited.

### *The Joyful Mysteries*

- The messenger of God announces to Mary that she is to be the Mother of God.
- Mary visits and helps her cousin Elizabeth.
- Mary gives birth to Jesus in a stable in Bethlehem.
- Jesus is presented in the Temple.
- Jesus is found in the Temple.

### *The Sorrowful Mysteries*

- Jesus undergoes his agony in the Garden of Gethsemane.
- Jesus is scourged at the pillar.
- Jesus is crowned with thorns.
- Jesus carries the cross to Calvary.
- Jesus dies on the cross for our sins.

### *The Glorious Mysteries*

- Jesus rises from the dead.
- Jesus ascends into heaven.
- The Holy Spirit comes to the apostles and the Blessed Mother.
- The mother of Jesus is taken into heaven.
- Mary is crowned queen of heaven and earth.

### *Mysteries of Light - Luminous Mysteries*

- The Baptism of Jesus
- Jesus first miracle at Cana.
- Jesus proclaiming the coming of the kingdom of God
- Jesus transfiguration.
- The Institution of Eucharist as a Sacrament.

## HAIL HOLY QUEEN

Hail holy queen, mother of mercy, our life, our sweetness, and our hope. To you we cry, poor banished children of Eve; to you we send up our sighs, mourning and weeping in this valley of tears. Turn then, O most gracious advocate, your eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, o loving, O sweet Virgin Mary.

Pray for us, o holy Mother of God.

*Response:* That we may be made worthy of the promises of Christ.

Let us pray: O God, whose only begotten Son, by his life death, and Resurrection, has purchased for us the rewards of eternal life, grant, we beseech you, that meditating upon these mysteries of the most holy rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise. Through the same Christ our Lord. Amen.

## SPIRITUAL WORKS OF MERCY

- Convert the sinner.
- Instruct the ignorant.
- Counsel the doubtful.
- Comfort the sorrowful.
- Bear wrongs patiently.
- Forgive all injuries.
- Pray for the living and the dead.

## CORPORAL WORKS OF MERCY

- Feed the hungry.
- Give drink to the thirsty.
- Clothe the naked.
- Visit the imprisoned.
- Shelter the homeless.
- Visit the sick.
- Bury the dead.

## GIFTS OF THE HOLY SPIRIT

- WISDOM
- UNDERSTANDING
- COUNSEL
- FORTITUDE
- KNOWLEDGE
- PIETY or REVERENCE
- FEAR OF THE LORD or WONDER AND AWE

## SOCIAL JUSTICE PRINCIPLES

- Life and Dignity of the Human Person
- Call to Family, Community and Participation
- Solidarity
- Option for the Poor and Vulnerable
- Dignity of Work and the Rights of Workers
- Rights and Responsibilities
- Care for Creation

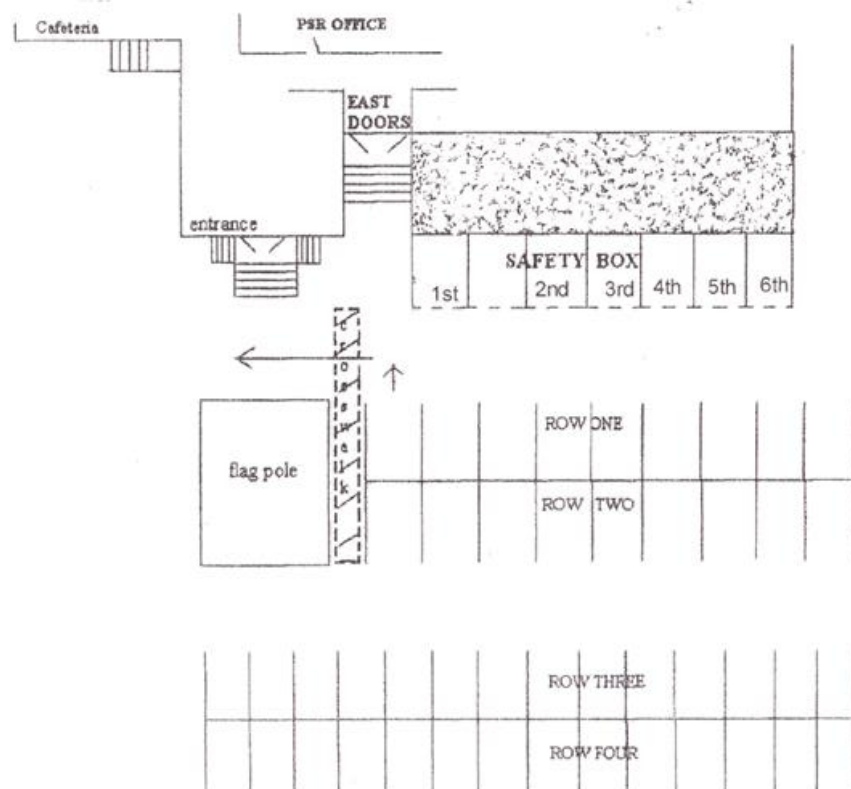
## BEATITUDES

1. Blessed are the poor in spirit, for theirs is the kingdom of heaven.
2. Blessed are those who mourn for they will be comforted.
3. Blessed are the meek, for they will inherit the earth.
4. Blessed are those who hunger and thirst for righteousness, for they will be filled.
5. Blessed are the merciful, for they will receive mercy. Blessed are the pure in heart, for they will see God.
6. Blessed are the peacemakers, for they will be called children of God.
7. Blessed are they who are persecuted for righteousness' sake, for theirs is the kingdom of heaven.



## PSR Arrival & Dismissal Procedures

All Procedures are in place for the safety of our children. Thank you for your understanding and support.



### Arrival:

Students experiencing fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, loss of taste or smell, sore throat, congestion or runny nose (not allergy related), nausea or vomiting, and/or diarrhea should not be brought to PSR.

Enter the parking lot by the church and proceed cautiously in a single file line to drop off students at the Entrance of the school.

### Dismissal:

Each teacher will escort his/her class to the safety box in the parking lot and stay until all children are picked up by parents/guardians (or escort late-pickup children to the office). First cars enter and proceed to rows 1 & 2, filling in all spaces. Additional vehicles fill in row 3 and then row 4. Please be in place by 6:10 pm for A session and 7:55 pm for B session. Children will not be dismissed or proceed to cars until all cars in Rows 1-3 are in place. When children are secured in cars, a signal will be given and each row will be dismissed in order by the safety patrol.

Please DO NOT attempt to leave until the signal is given! A second dismissal will be given for later arrivals. Children and any parents will wait in the safety box for the signal for the 2<sup>nd</sup> dismissal.

***Students will not be dismissed to any other parking lots. We want to maintain the safety of all children and need to do so by limiting access to moving vehicles.***

# STUDENT CODE

## FOR THE PARISH SCHOOL OF RELIGION

- 1) RESPECT those in authority - The catechists, Pastoral Associate, and all other helpers.
- 2) Be courteous in:
  - a) Action, such as
    - i) Assisting one another in need.
    - ii) Not pushing or shoving.
    - iii) Not monopolizing the teacher's attention.
  - b) Speech, such as:
    - i) Saying please, thank you, excuse me, etc.
    - ii) Greeting adults and each other with a "Hello".
    - iii) Not interrupting when someone is speaking.
- 3) RESPECT School property and that of your classmates.
- 4) Be careful about your appearance. As a sign of RESPECT hats may not be worn in church or the adoration chapel and attire should be that of school clothes.
- 5) Keep our parish grounds beautiful! Don't litter.
- 6) **DO NOT CHEW GUM**, run or talk in a loud manner in the parish buildings.
- 7) Have the necessary materials (text, homework, writing equipment, etc.)
- 8) Be on time for class. Wait quietly in hall outside of classroom until a teacher is present. Go to your assigned place and prepare for class quietly.
- 9) Take care of your personal needs before coming to school. Since class is only 75 minutes, it should not be necessary to be excused.
- 10) Be attentive in class without interrupting, speaking out, moving around unnecessarily, etc.
- 11) Work quietly, individually or in groups, in order to maintain a learning atmosphere.
- 12) Food or drink will not be allowed in the building without special permission by the teacher and Pastoral Associate.
- 13) Leave all E-readers, Cell/Smart Phones, laser pointers, and all other electronic entertainment devices at home.



## Confirmation of Handbook Receipt and Review

Please take a few moments to review this Handbook and go over the key commitments with your child(ren).

Please then confirm that you have received and reviewed the 2023-2024 St. Patrick PSR Family Handbook. Complete the bottom portion of this page and return to your child's teacher.

Many Thanks,

Rachel Henry, Pastoral Associate  
[rhenry@stpatsch.org](mailto:rhenry@stpatsch.org)

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Yes, I have received and reviewed the 2023-2024 St. Patrick Parish School of Religion Family Handbook and have reviewed it with my child(ren)

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Parent Signature

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Child Signature and Class

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Child Signature and Class

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Child Signature and Class