

# IMMACULATE CONCEPTION

COLUMBIA, IL  
PARISH SCHOOL OF RELIGION

## PARENT HANDBOOK 2018-2019



*Greetings!*

*Thank you for enrolling your child or children in the Immaculate Conception Parish School of Religion (IC-PSR). The PSR is a partner to the family in encouraging the faith formation of the youth in the parish. Our program seeks to provide a systematic presentation of the faith which complements the sporadic and event driven style of faith formation found in most family homes.*

*The PSR is a ministry of Immaculate Conception Catholic Church and is funded through the generous donations of parishioners like you. In order to function well the PSR requires the active participation of parents as catechists/teachers, aides, safety guards, event coordinators, and other occasional roles. For the PSR to be the best it can be we also need prayer: prayer for the program, but more importantly, prayer in the family lives of the young people involved in the program.*

*The goals of the PSR are listed below. In order to achieve those goals a certain level of order is needed. Most of the rules in this booklet are designed to create the ordered and safe environment that allows for exciting and interesting lessons. Regular attendance is essential in order for the young people to grow as a community of faith and for the lesson*

*plans to continue to develop throughout the course of the year.*

*Communications from the PSR Coordinator and the Director of Faith Formation (DFF) are usually through e-mail. If you are not receiving regular e-mails from the two of us please contact either Hope or Lizanne.*

*In Christ,*

*Hope Wienhoff  
ICPSR Coordinator  
[hwienhoff@icsmail.org](mailto:hwienhoff@icsmail.org)  
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## Goals for the Immaculate Conception Parish School of Religion

1. To energize, educate, and empower young people to live as disciples of Jesus.
2. To provide learning opportunities for young people to develop the knowledge, attitudes, and behaviors of a faith-filled steward of God's calling.
3. To inspire a belief and devotion in the Real Presence of the Eucharist and an active, consistent participation in the Eucharistic Celebration.
4. To promote lifelong faith formation for the parents and families of those involved in the program.

### Registration

Parents can register their children beginning in April through mid-August. Information regarding the dates of registration, fees, and the starting date of fall classes will be published in the parish bulletin and on the parish website.

All young people are welcome in the Immaculate Conception Parish School of Religion. We seek to provide faith formation for the full range of academic abilities, learning challenges and behavioral conditions. If a child needs particular assistance the Director of Faith Formation will explore options with the parent(s). In some cases this results in additional aides in the classroom.

### Documents needed on File:

1. Registration – reviewed and updated yearly
2. Baptismal Certificate (if outside of ICC)
3. Annual Stewardship Commitment Form
4. CANTS Form
5. Volunteer Form

### Book Fees

1. As a Full Stewardship parish we do not have tuition. Please contribute generously to the parish collection either through the Sunday envelope or On-line giving.
2. For the 2017 – 2018 IC-PSR year the book fee is \$45.00 per student to be paid at registration
3. Contact the PSR Coordinator if you need to pay over several months or are unable to pay.

### Full Stewardship at Immaculate Conception

Acts 4:32-34 (Putting God first means putting others first) *“The community of believers were of one heart and one mind. None of them ever claimed anything as their own; rather, everything was held in common... ..nor was there anyone needy among them.”*

Full Stewardship at Immaculate Conception is an effort to implement the spirit of the U.S. Bishops' 1992 Pastoral Letter: *“Stewardship: A Disciple's Response.”* This pastoral letter reminds us that, *“Once one chooses to become a disciple of Jesus Christ, stewardship is not an option.”*

Stewardship invites everyone to participate fully in carrying out the mission statement of Immaculate Conception Parish: *“Rooted in the Gospel of Christ and in the tradition of Catholicism and under the patronage of Mary Immaculate, we commit ourselves to be a welcoming community of faith, worshipping with generations of believers and serving God in all people.”*

Stewardship is an ongoing process of spiritual conversion, a way of life for life. It is what we do with what we have because of what we believe.

Full stewardship is a challenge to strengthen our relationship to Christ, and an opportunity to strengthen our relationship with our brothers and sisters in faith. This is done by our generous sharing of our time, talent, and treasure with God through the parish community. Since we have each been blessed in our own way, full stewardship places an emphasis upon equal sacrifice, not equal gifts. Full stewardship is also based upon the presumption of good will, honesty, and trust.

An “*active parishioner*”, or “*a full stewardship member of the parish*,” is one who attends Mass weekly, makes an annual written commitment to generously share their time, talent and treasure and follows through on those commitments.

**An annually renewed stewardship commitment form is a required part of the PSR registration.**

### **Attendance**

1. Each child is expected to attend all of the scheduled classes as listed on the PSR calendar. Attendance at weekly liturgies is an essential part of the child’s religious education.
2. It is the responsibility of the parents to notify the catechist or PSR Coordinator prior to the beginning of class time when a child must be absent. Please call the parish at **281-5105** (during the day) or send an email to [hwienhoff@icsmail.org](mailto:hwienhoff@icsmail.org) to report an absence.
3. When a student is absent, he/she is responsible for making up any missed work. Arrangements should be made with the catechist to get assignments.
4. Children having multiple absences may be required to repeat the grade level or cover the material in an alternate approved manner.
5. Parental visitation rights occasionally impact PSR attendance. If this is your situation please contact the Director of Faith Formation to create a faith formation plan.
6. A safe environment is important.
  - a. The road and parking lot can be dangerous. With parent volunteer assistance we can have the parking lot and road safe. Please drive extra carefully.
  - b. The doors will be kept locked or monitored while PSR is in session. Those wishing entry will be required to sign-in.
  - c. A child arriving late or being picked up early must be signed in or out by a parent or other authorized person.
7. Late arrival to class poses challenges to effective faith formation. PSR sessions begin at 6:30pm. Catechists/Teachers are encouraged to begin and end each session with prayer. It is disruptive to have the prayer time interrupted. Students arriving after the opening prayer will be marked tardy.
8. Early Departures should be kept to a minimum. The PSR Coordinator should be informed beforehand and the child must be signed out according to the safe environment rules.
9. **Children should not be dropped off at PSR earlier than 6:20 p.m.** This is to allow Catechists and aides to be present in the classroom prior to arrival of the children.

### **Dismissal**

1. **Children in Kindergarten through grade 3 must be picked up at their classroom.** Please use parking lot across from our previous church on Main St.
2. Please pick up your child promptly at 7:30pm.
3. Young people in grades 4-8 should leave in a safe and respectful manner. Pickup on Metter Ave.
4. All children and adults need to follow the directions of the parking lot and street safety volunteers.

## **Classroom Materials**

1. Each young person is responsible for the care of his/her textbook(s) and folder. Lost textbooks and folder will be replaced by the parent(s).
2. Folders are used for written work from the session, materials for home faith formation, and communications with parents. **Folders should be checked each week for homework assignments or notes to the parents.**
3. Materials for writing and crafts are provided for each room.

## **Snacks**

1. PSR is a nut free environment for the safety of some of our young people.
2. To assure that all foods served in the classroom are safe for our students, we ask that only purchased treats in the original containers with the ingredients listed on the label be provided for the children.

## **Field Trips**

Field Trips which have a Catholic faith formation purpose may occur within the PSR year. Permission Forms will be required for each field trip. Some field trips may require more time than the one hour of allotted session time. Parents are encouraged to allow for the longer time period. Adequate chaperones are required for all field trips.

## **Guests**

Friends and relatives of registered PSR young people may attend **if permission is granted through the PSR Coordinator several days before the intended visit.**

## **Crisis Safety Plan**

The Parish School of Religion follows the ICS Crisis Management Plan. Destinations where parents will meet students in times of crisis will vary depending upon the emergency.

## **Child Protection Policy**

Immaculate Conception Parish complies with the Child Protection Policy of the Diocese of Belleville. All catechists, adult aides, and student aides who have reached the age of 18 years, substitutes, and adult volunteers who have contact with the children more than one day per month are required to be compliant.

The Diocese of Belleville mandates that the PSR program offers the Child Protection Policy children's educational component every year.

## **Communication**

1. The primary means of communication is e-mail.
2. Information about PSR can also be found on the parish website <http://www.icc-columbia-il.us/>
3. Occasionally notes will be sent home in the folders.
4. It is always acceptable to call the PSR Coordinator, Hope Wienhoff, or the Director of Faith Formation, Lizanne Young, with any questions, concerns, or comments.
5. Should an issue arise please contact the PSR Coordinator or the Director of Faith Formation. We will seek to provide a resolution in a timely manner and provide appropriate communication.

## **Cancelations & Last Minute Notices**

Parents will receive notification through the parish app. This app can be found in your device's app store. Once downloaded, go to your menu and choose notifications and select PSR. This insures that you will receive any push notification that the parish send regarding PSR.

### **Evaluations**

1. Catechists may send evaluation forms home. The purpose of evaluations is to assist the parents in their role as primary teachers of their children.
2. Meetings to discuss a child's progress or behavior may be requested by the catechist, the PSR Coordinator or a parent. Parents are encouraged to discuss the progress of their children with the catechist whenever they feel the need.
3. Children may be asked to take tests on material presented in class in order to assess the mastery of a subject area or to determine areas requiring additional catechesis.

### **Disciplinary Policy**

1. Minor disciplinary problems in the classroom are handled by the catechist as they occur.
2. A major disciplinary issue or the accumulation of minor disciplinary problems will result in the child being sent to the PSR Coordinator.
3. A conversation between a parent or parents with either the PSR Coordinator or the DFF will occur every time that a student is sent to the PSR Coordinator.
4. Through conversation between the parent(s), catechist, child and either the PSR Coordinator or the DFF a simple behavior plan will be created that ensures a safe and effective learning environment for the group and catechist as well as meeting the personal needs of the young person with disciplinary challenges.
5. The simple behavior plan will be written by the DFF and e-mailed to parent(s), catechist, PSR Coordinator, and Pastor.
6. Should a child be unable to adhere to the behavior plan it may be necessary for faith formation to be pursued through an alternative setting.

### **Homework**

1. The primary homework is prayers within the life of the family. Please teach and institute meal prayers and other times of prayer.
2. Reasonable written and/or reading assignments may be given at the discretion of the catechist.
3. Students are expected to hand in assignments by the designated date.
4. Work requiring the signature of parents should be returned promptly to the catechist.

## **Curriculum**

### **Recommended Outcomes**

The recommended outcomes for the Diocese of Belleville are entitled *Sowing the Seeds of Faith*. They are available through the parish or the diocesan Office of Catechesis.

### **Primary Scope and Sequence**

The scope and sequence for the textbook *Alive In Christ* will be available on the Immaculate Conception PSR web page.

### **Education in Human Sexuality**

The giftedness of being created as relational creatures of a loving God is part of the PSR. We focus on the faith and religious aspects of being sexual. We do not cover biology or procreation within our sessions.

A text introduced to all PSR classes in the 2011-12 year, *RCL Family Life*, is being used in combination with the religious education text. Family Life is a comprehensive moral catechesis for children and families that presents the teachings of the Church and offers support for families on topics of Catholic Values, Christian Virtues, Child Safety, and the building of strong, Catholic families. For details contact the Director of Faith Formation.

### **Experiential Learning including Sacraments and Rituals**

In the Parish School of Religion we seek to have the young people talk and live their faith. Within the sessions catechists/teachers are encouraged to use crafts and a variety of hands on methods to help the children grasp the ideas and practices of our faith.

In addition we have several PSR wide efforts:

1. IC PSR Masses
2. Guatemala mission parish collection
3. Thanksgiving Food Drive
4. Reconciliation in Advent and Lent
5. Birthday Party for Jesus
6. Unbound fundraiser (all grades) and letter writing (grades 3-7)

There are also items that are sent home for family use including:

1. E-mailed information
2. Operation Rice Bowl
3. Family Life Books
4. Knights of Columbus Family Faith Material

### **Parent Participation in PSR**

1. Parents are expected to be involved in PSR either as catechists, aides, or safety volunteers. This is a crucial aspect to the success of our program.
2. Participation in the life of the parish, especially Sunday Mass is the first level of parent participation in PSR.
3. Prayer and faith need to be present in the home for the efforts of the PSR to be most fruitful.
4. There are a few fundraisers that require that you help your child bring a monetary donation (Guatemala mission parish collection), acquire items for donation (Birthday party for Jesus), or sell products (Equal Exchange Fair Trade Items for Unbound sponsored children). All funds raised benefit outside organizations to provide the young people with experiences of charity and stewardship.
5. Parents are always welcome to visit classrooms.