

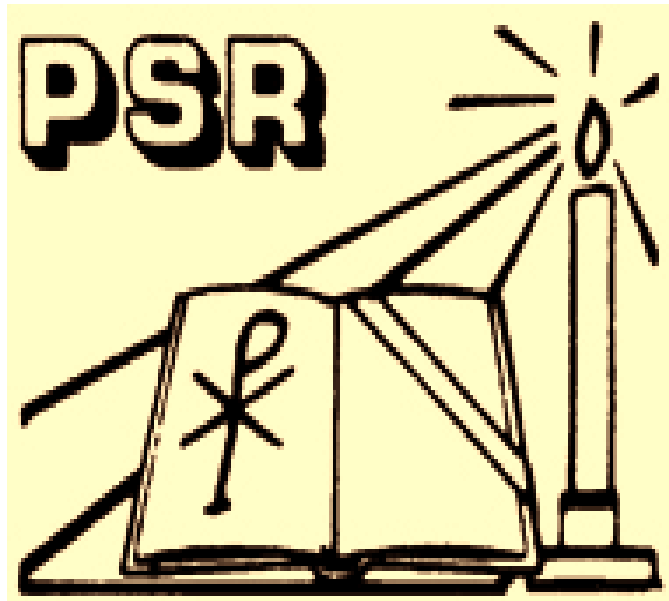
Seven Holy Founders

Religious Education Program

6737 Rock Hill Rd.

Affton, MO 63123-3199

(314) 633-0123



www.shfpsr.org

Family Handbook

2011-2012

REQUIREMENTS FOR REGISTRATION

1. ALL PSR Students:
 - certificate of baptism
 - registration forms and fees

2. Candidates for the sacrament of First Holy Communion:
 - certificate of baptism
 - registraton form and fees
 - attend retreat

3. Candidates for Confirmation:
 - certificate of baptism
 - registraton form and fees
 - attend retreat
 - Service hours

4. Youth Sacramental Preparation (RCIC), Adult Sacramental Preparation (RCIA) or Special Education (SpEd).
 - by appointment

SACRAMENTAL PROGRAMS

BAPTISM

The Sacrament of baptism must be received before any other Sacrament. If a child has not been baptized, parents must notify the Director of Religious Education and in conjunction with the parish make the necessary arrangements to insure that the sacrament is administered.

RECONCILIATION (confession):

Children usually receive the sacrament of Reconciliation in the second grade. Preparation for receiving the sacrament takes place before receiving the sacrament of First Holy Communion.

Instruction on the Sacrament of Reconciliation is included in each level so that children will grow in their understanding and appreciation of this Sacrament of the Lord's peace and forgiveness. The children will learn the Rite of Reconciliation, and the prayer of Sorrow (Act of Contrition).

Parents can help by encouraging their children to receive the Sacrament of Reconciliation frequently as a way of experiencing God's forgiveness.

SACRAMENT OF FIRST HOLY COMMUNION

Preparation for the sacrament of First Holy Communion requires two-years (child must have attended first grade PSR) and includes meetings with parents, activities and the celebration of the sacrament of First Reconciliation. Celebration of the sacrament takes place in the second grade and is usually celebrated in May.

Instruction on the Liturgy of the Eucharist is reinforced in each level in a manner appropriate to the child's age. The children learn the prayer of the faithful, to pray after communion and the prayers and responses of the Mass.

Parents can help by attending Sunday Mass regularly with their children. See the parish bulletin for the schedule of Masses.

Requirements:

- Two-year program (must have attended first grade PSR)
- Class attendance
- Attend Weekly Mass
- Attend Enrollment Mass
- Participate in retreat and family night
- Participate with parents at the meetings dates set aside for them.

CONFIRMATION

Preparation for Confirmation is a minimum of two years. The Confirmation candidates (Confirmandi) must complete Confirmation class I, usually in the 6th. grade before being admitted into the Confirmation II class; which is usually in the 7th. Grade. Celebration of the sacrament of Confirmation usually takes place in April.

Requirements:

- Two-year program (must have attended seventh grade PSR)
- Class attendance
- Attend Weekly Mass
- Attend Enrollment Mass
- Participate in retreats
- Participate with parents and sponsors at the meetings dates set aside for them.
- Complete hours of Service to our Church or Community:
 - two parish projects
 - one outside project w/sponsor

PSR-Religious Education Staff and Catechists

PASTOR:

Fr. Don M. Siple, OSM

PSR-RELIGIOUS EDUCATION

Bro. Arnaldo M. Sánchez, O.S.M.
broarnaldo@foundersaffton.org

KINDERGARTEN

Mrs. Marjoie Green

GRADE 1

Mrs. Lisa Davidson

ASSISTANT

Mrs. Jennifer Ledbetter

GRADE 2 (Sacraments of First Reconciliation and Communion)

Mrs. Dorothy Tetreault

GRADE 3

Mrs. Denise Dolan

GRADE 4

Mrs. Lisa Roberts

GRADE 5

Mrs. Clare Iffland

GRADE 6

Mr. Lynn Barnett

GRADE 7 (Confirmation)

Dr. Mary Dixon

GRADE 8

Mrs. Kathy Tofall

RCIC/Sub/Tutor/Office

Mrs. Pat Hulsey

PSR OFFICE ASSISTANT:

Ms. Tai Richards

ADMISSION

1. Families participating in our PSR program should be registered and participating members of Seven Holy Founders Parish, or registered parishioners of a parish without a PSR program. We define “participating” as supporting the parish spiritually, physically and financially. Toward this goal, we request that each family attend Mass weekly, volunteer in the PSR, or other parish activity, and meet their financial obligations.
2. Children of non-registered families will be welcomed with permission from their Pastor to participate in the PSR based on individual needs and available space.
3. New students must present a copy of their baptismal certificates. Registration is not complete without this copy.
4. When applicable, the PSR may request a copy of an IEP or a custodial agreement, which shall be handled in a confidential manner.

ARRIVAL AND DEPARTURE OF STUDENTS

1. All students are to enter through the double glass doors on the front of the school building. Parents may park and accompany students to the classroom until the student is familiar with the building. **Please note:** Teachers are preparing for class at this time, and are unable to have a conference with you! Please send a note or call the Office to make an appointment with a teacher.
2. The door will be locked once class begins and will remain locked until 7:55 for the safety of the students.
3. All parents and authorized adults must park their cars on the **front** lot and enter through the **front** doors to pick up their children at the classroom door. **Please do not ask students to pick up younger students.** Each student will remain in the classroom until an authorized adult arrives. This is for the safety of your children!
4. All families must exit through the front doors. There is to be no gym access through the school building on Monday evenings.
5. In case of special circumstances, such as illness or injury of an authorized adult, please call the Office and make special arrangements for your child to be escorted to the car.
6. **Under no circumstances** will an unaccompanied student be allowed to leave the building.

ATTENDANCE

1. All students are expected to attend **each session** of PSR. Occasional illness or family emergencies are understandable. **Sports and other extra-curricular activities do not qualify as valid reasons for absence.**
2. If a student is ill, parents need to call the PSR Office At **314-633-0123** before 6:00pm. Please let us know, at that time, whether you would like the class work and homework for that evening:
 - a) sent home with a sibling or another student
 - b) held at the Office for you to pick up between 6:30pm and 8:00pm that evening **or**
 - c) mailed home
3. Missed work must be completed to the teacher's satisfaction. Students are responsible for all material covered during the absence.
4. Persistent absences may result in a student repeating the grade level. This is of particular importance to students in Sacramental preparation grades!
5. Classes begin promptly at 6:30pm. Students should be in the classrooms no later than 6:25pm. It is unfair to the teacher, and to the other students who are eager to learn, for tardy students to disrupt class.
6. Class is dismissed at 8:00pm. Please do not interrupt class before dismissal.
7. If there is an emergency and your child must leave early, please come to the office, and we will have your child sent to the Office.

ACADEMIC EXPECTATIONS

Students are expected to do their best to reach their potential and to allow other students to reach theirs. Specifically, each student is expected to do the following:

1. Come to class prepared. This means with the religion book and required supplies requested by the teacher, and with homework completed. Students will have weekly homework, which may include reading, studying, and/or written work.
2. Be attentive in class.
3. Raise one's hand before speaking.
4. Listen when others speak.
5. Attain the goals outlined for each grade level.

In order for students to attain their goals, they will require your help and support in studying, reading, outside research, and in practicing prayers.

Goals

Following are the Core Goals by grade level, as provided by the Archdiocese of St. Louis. The curriculum is based on these goals.

Kindergarten

The “Blest Are We” program is developed to meet the unique learning and faith development needs of Kindergarten children.

1. Students will realize that all of creation is a gift from God, who created all things out of his deep and abiding love for us.
2. Students will learn that God gives them many people to love-families, friends and neighbors.
3. Students will learn that God gives them His Son, Jesus who teaches them to love God, themselves and others.
4. The students will celebrate God’s love for them and their love for God and others.

Grade One

1. Students will express an understanding and appreciation of the Father as Creator.
2. Students will express an understanding of Jesus as Son of God and our brother and friend.
3. Students will describe the Holy Spirit as our helper and guide.
4. Students will identify the Trinity as the Father, the Son, and the Holy Spirit.
5. Students will identify Mary as the Mother of Jesus and our Mother.
6. Students will define baptism as joining the family of the Catholic Church.
7. Students will recognize prayer as listening and talking to God and will participate in traditional prayers of the Church.

Grade Two

1. Students will express an understanding of the concept of sin.
2. Students will express feelings of sorrow/contrition.
3. Students will relate Reconciliation to healing and forgiveness.
4. Students will express positive feelings toward their

experience of celebrating the Sacrament of Reconciliation.

5. Students will express understanding of the Eucharist as Meal, thanksgiving, and sacrifice.
6. Students will profess belief in the Real Presence of Jesus in the Eucharist.
7. Students will participate actively in the celebration of the Liturgy of the Word and the Liturgy of the Eucharist as the community worship of the Church.

Grade Three

1. Students will identify the church as the People of God.
2. Students will describe events in the history of the early Church.
3. Students will relate to the Pentecost Event and the coming of the Holy Spirit to the early Church and express understanding that the Holy Spirit continues to be present in the Church and in individuals today.
4. Students will describe and express understanding of the Marks of the Church.
5. Students will recognize the structure of the liturgical year and its impact on liturgical celebrations.
6. Students will express understanding that the Mass is the great celebration of the Church.
7. Students will distinguish between various vocations/ministries in the Church and will describe the hierarchy of the Church.

Grade Four

1. Students will demonstrate knowledge and understanding of the Law of Love, the Beatitudes, and the Ten Commandments as guides for Christian living.
2. Students will identify the Laws of the Church.
3. Students will act on the basis of accepting responsibility for their choices.
4. Students will express knowledge of right and wrong, sin, the meaning of conscience, and virtue.
5. Students will read and recall Scripture passages related to forgiveness.
6. Students will express understanding and appreciation that through the Sacrament of Reconciliation they are truly forgiven.
7. Students will respond to the Works of Mercy through actions and words.

Grade Five

1. Students will explain the meaning of the sacraments and their communal dimension.
2. Students will demonstrate an understanding of the Real Presence of Christ in the Eucharist, and the Eucharist as central to Catholic life.
3. Students will describe the celebration of the seven sacraments, participate in the sacramental life of the community, and identify the seven sacraments in terms of Initiation, Healing, and Service.
4. Students will reflect upon and refer to Scripture texts relating to the sacraments and their institution by Christ.
5. Students will describe sacraments as life-giving signs of God's gift of grace.
6. Students will use the Creed as a summary of Christian beliefs.
7. Students will identify and express positive feelings about the Church's teachings on peace and justice and respect life issues.

Grade Six

1. Students will describe the structure of the Bible, locate passages, and name the various literary forms in the Scriptures.
2. Students will identify the Patriarchs, Prophets, and Kings of the Old Testament and describe their contributions to the growth of our Faith.
3. Students will describe the meaning of "covenant" in human experience and the special "covenant" between God and His people.
4. Students will show appreciation for the Bible as the inspired Word of God.
5. Students will apply the teachings and lessons of Scripture to their lives.
6. Students will identify Jesus as the fulfillment of the Old Testament Covenant.

Grades Seven and Eight

1. Students will express a basic understanding of Jesus, His life and teachings, and recognize the importance of a personal relationship with Him as their model for Christian living.

2. Students will demonstrate knowledge and understanding of the Commandments, Beatitudes, and Catholic moral teaching.
3. Students will apply knowledge of catholic teachings to moral decision making.
4. Students will demonstrate understanding of the structure and images of the Catholic Church.
5. Students will trace the history of the Roman Catholic Church from apostolic times to the present.
6. Students will choose to commit themselves to membership in the Catholic Church, especially through the sacrament of confirmation.
7. Students will express an openness to the Holy Spirit and a deeper understanding of the working of the Gifts and the Fruits of the Holy Spirit in their lives.
8. Students will share their time, talent , and treasure in service to the community in response to the Gospel call.
9. Students will articulate elements of and witness to their Catholic identity.

In addition to the above goals, our curriculum also includes a “Family Time” (Take Home Pages) component for all grades.

The Changes to the Roman Missal

The “*Blest are We: Faith and Word*” textbook edition used at Seven Holy Founders have been edited by the publisher, RCL-Benziger, to include the various changes to the Roman Missal. Please keep in mind that the Mass is not changing, just some of the words. This takes effect the first Sunday of Advent, on November 27, 2011. Our Catechist will be teaching the changes to our students in the months of September, October, and November.

Testing

Students will be evaluated to determine their proficiency in the subject matter required for their grade level. Progress Notes will be sent home three times a year. Parents will be expected to work with their children over the summer, if needed, to attain proficiency.

In addition, students in grades 5 and 8 will take the Assessment of Catholic Religious Education, known as ACRE. ACRE is a standardized national inventory administered to students across the United States in order to upgrade the Religious Education Program in the areas of religious knowledge, beliefs, attitudes, and practices.

DISCIPLINE POLICY

The only true discipline is self-discipline, and that is our goal for each student. Therefore, we will inform the students, by word and example, of the importance of developing a sense of genuine and sincere respect for all people. We take for granted that parents will agree that reasonable and responsible discipline must and will be maintained at PSR.

The following behaviors are expected of all students at Seven Holy Founder PSR Programs:

1. Respect shown to adults at all times.
2. Respect shown to each other as students and members of the school community.
3. Respect for school and parish property, and the personal property of others.
4. Respect for the teaching-learning process.

The following behaviors are unacceptable:

1. Inappropriate language/gestures
2. Disturbing class/disruptive behavior
3. Excessive/loud talking
4. Gum chewing
5. Disrespect shown to peers or staff
6. Arguing
7. Cheating
8. Forgery
9. Fighting

The following unacceptable behaviors are considered very serious and may result in suspension/expulsion:

1. Willful damage/destruction of property.
2. Smoking or the possession of cigarettes, matches, lighters, etc.
3. Possession, use, or sale of drugs or alcohol, including imitations.
4. Theft.
5. Leaving the school building without permission.
6. Physical assault, or the threat of an assault.
7. Possession of a weapon. We define "weapon:" as any object that could cause harm to oneself or another. "Play" weapons are never allowed. Possession of a gun or explosive device will result in automatic expulsion.

Any illegal behavior is subject to notification of authorities.

Appropriate behavior will be acknowledged by the teacher, and communication will be sent to the parents recognizing the behavior.

Inappropriate behavior will be handled as follows.

1. A verbal warning will be given.
2. If the problem continues, the student will be sent to the office to discuss the behavior. A discipline slip will be issued. The discipline slip must be signed by the parent and returned the following PSR class night.
3. A conference with the student, parents, teacher, and PSR Director may be necessary to resolve serious conflicts.
4. In case of a serious issue, the Director may call the parents and ask them to pick up their child immediately.
5. A student's jacket, purse, backpack and the like are personal property and as such, school officials do not have the right to conduct a search of these items. With good reason, school officials could request that a student empty the contents of pockets, a purse, backpack, etc. If the student refuses, disciplinary action could be taken, based on that refusal.
6. Serious violations could result in suspension or expulsion.

Harassment

Seven Holy Founders Parish School of Religion shall maintain a learning environment that is free from harassment. Harassment is defined as any unwanted or 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. Instances of harassment should be reported promptly so that the situation can be addressed.

Dress Code

Seven Holy Founders PSR is a Catholic education program. Our students should reflect that in their actions and in their appearance. Therefore, we expect our students to be neat and clean at all times. Clothing must be modest and in keeping with what we consider appropriate.

Dress Code...

Girls:

1. No strapless, halter, or spaghetti-strap tops or dresses.
2. No bare middles.
3. No low-cut tops.
4. No low-rise jeans, shorts or pants that expose bellies or backsides.
5. No short-shorts.
6. No inappropriately short skirts.
7. No high heels, platforms, etc. (for safety)

Boys:

1. No falling-off baggy pants. Pants should be worn at the waist, and if possible with a belt. Boxers are underwear and should not shown.
2. No sleeveless shirts.
3. No hats indoors.

For everyone:

1. No clothing with inappropriate writing.
2. No shoes with wheels of any kind.
3. No excessive jewelry or accessories.
4. Nothing in questionable taste.

For Mass:

When we go to Mass, we ask that the students **dress up**, as they would for a fancy dinner out. After all, we're going to dinner at God's house!

The final decision on questionable clothing will be made by the PSR Director. Any student dressed inappropriately will wait in the Office until parents come up with a change of clothes for the student.

EMERGENCY CLOSING

1. In case of severe weather, if Seven Holy Founders day school was closed, PSR will also be closed.
2. In case the weather becomes bad during the afternoon, you will receive a call from the School Reach system or an email alert.
3. You can tune-in to KMOV 4 or visit our PSR website **www.shfpsr.org** for closings.

4. If the weather deteriorates during PSR, we will not close. However, parents are always free to come pick up their children if they feel driving is becoming hazardous.

LITURGY

We will attend Masses at intervals throughout the year. Parents, family and friends are always welcome to come to Mass and sit with their child's class.

Please remember:

1. Appropriate clothing for Mass.
2. No gum or food in church.
3. Encourage your child to sit, kneel, and stand properly.
4. Active participation is important.
5. Clean hands for Communion!

NUISANCE ITEMS

Students may not bring electronics (iPods, other music players, cell phones, pagers, games, etc.) to PSR for any reason. Also, please do not let your child bring toys of any kind, or any other little gadgets your child may find interesting and distracting! The teacher may need to keep them in a safe spot and return them to you after class! Gum is never allowed inside Seven Holy Founders.

PROGRESS REPORTS

Progress reports will be sent home three times during the PSR school year. Please encourage your children to do their best.

BIRTHDAYS

Everybody loves a birthday! If you wish to send a treat for your child to share with the class you can, but keep in mind that some students may have certain food allergies. So please get approval from the PSR Director in advance.

Family Commitment Prayer

God, our Father, through the holy Sacrament of Marriage you have blessed us and bestowed on us the gift of families in different shapes and sizes. You created the family to be the image of the love and unity revealed to us in the Blessed Trinity. We commit ourselves to model that love and unity in our daily lives and in all our relationships.

Guide us on our journey as we read and reflect on your holy Word. By your Word we are transformed so that, by our witness, we may become leaven for the transformation of the world.

May the Holy Spirit, who dwells within us through our Baptism, shine through our interactions within our family and through our encounters with others.

May all families within our parish become bearers and followers of the Word, so that our parish family might mirror the love and unity of you, Father, Son, and Holy Spirit, one God, forever and ever. Amen.

Prayer for Catechists

Jesus, you told us that laborers for the vineyard would be few and that we should pray to the Lord of the Harvest in the hope that many might respond. You have answered our prayers by sending us catechists for your vineyard.

Bless these men and women who have responded to your call to the ministry of catechesis. May they be filled with zeal for your Church, with care for those they catechize, and with love for your Word of Life. Let your Spirit come upon them so that your Word may echo through their teaching and through the witness of their lives. Through our catechists, may the members of our parish who they teach be transformed into witnesses to your Word. And may these catechists receive the blessing your Son promised to all who labor in your vineyard.

We pray to you, gracious Father, in the name of your Son, Jesus, the Word of Life, and the unity of the Holy Spirit who transforms us by the Word, one God forever and ever. Amen.

Dear Families,

We are very pleased to be working with your children at PSR this year! In order to assure that the year goes smoothly for everyone, we request that you sign and return this page as an indication that you have read the Family Handbook and agree to abide by the policies stated.

If you have any questions, please feel free to call me at (314) 633-0123.

Thank you for your cooperation.

Sincerely,

Bro. Arnaldo M. Sánchez, OSM



We have read and discussed the Seven Holy Founders Parish School of Religion Family Handbook and agree to abide by the policies stated.

Parent/Guardian Signatures:

Student signatures and PSR Grade

Date: _____