

August, 2010

Dear Parents,

Welcome to the Immaculate Conception Parish School of Religion! We look forward to a year filled with wonderful opportunities for you and your child to come to know the rich blessings of God!

*Our theme for 2010-2011 is **"We are Called"**. Our students will learn that each of us is called everyday by God. We are called in many ways for many things. How well do we listen?*

We will again have our Faith Fun Night for each grade level. This program has been very successful and a fun evening for parents and students. It is a wonderful way for parents to be actively involved in the religious education of your child. Please make sure and mark your calendar for the night of your child's Faith Fun Night. You won't want to miss it.

We will also be sending home our "Mary on the Move" again this year. As Mary is the patron saint of our parish it is very fitting that we continue with this tradition. Please make every effort to set up the prayer table with the statue and pray to Mary each day the statue is in your home.

Please read this handbook carefully so you will be aware of the policies and philosophies of the Parish School of Religion (PSR) program. If you have any questions about any of the policies, please feel free to contact me. We ask for your prayers and support for our staff, catechists, and our students as we journey together to learn more about our faith. Through the intercession of our parish patron, Mary, we ask for God's continued blessings on our Parish School of Religion..

God bless each of you,

*Barb Morgan SFO
Coordinator of Religious Education
Parish School of Religion*

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Immaculate Conception Parish School of Religion Information

Address and Phone

2089 Hanley Rd.
Dardenne Prairie, MO 63368
636-561-1974
Fax 636-625-9020

Staff

Pastor – Msgr. Ted Wojcicki
Senior Associate Pastor – Rev. Steve Giljum
Associate Pastor – Rev. Nick Winker
PSR Director – Ms. Barb Morgan SFO (Ext 123)
(email- barb.morgan@icdparish.org)
Secretary – Mrs. Anne Gross (Ext 122)
Secretary – Mrs. Mary Murray (Ext 121)
Evening Office Staff – Eula Berend

Session Times

Monday: 5:15- 6:30
6:45-8:00
Tuesday: 5:15- 6:30
6:45-8:00
Wednesday: 5:15-6:30

Office Hours:

Monday – Wednesday: 9:00-5:00
Thursday: 9:00-4:00
We are always open when class is in session



Archdiocesan Philosophy of Education

The educational mission of the Catholic Church finds its center in the life and teachings of Jesus, who reveals God's design for all of creation. In Jesus, the church invites all people into communion with the Father, Son and Spirit and into the mission of transforming all of life into God's kingdom. Through education, the church seeks to prepare her members to see, hear, live and proclaim the good news of the Gospel. The shared tradition of the church supports, challenges, and enlightens people at every stage of human life toward their full potential as individuals and members of family, Church and world.

In his apostolic exhortation *Catechesi Tradendae*, Pope John Paul II reminded the church: "From the theological point of view, every baptized person, precisely by reason of being baptized, has the right to receive from the Church instruction and education enabling him or her to enter on a truly Christian life."

Immaculate Conception of Dardenne Parish School of Religion Philosophy Statement

Immaculate Conception Parish School of Religion program is founded to assist the Catholic Church in fulfilling an essential mission to teaching the Gospel to all peoples. The Parish School of Religion is dedicated to a Catholic Philosophy of Education. We guide our students in learning about our Catholic faith, in celebration as a Catholic community and in reaching out in love and service to others. In cooperation with the parents, who are the primary religious educators of their children, our students in our program will become knowledgeable and devout Catholics thus becoming mature individuals with Catholic ideals and values.

Goals of the Parish School of Religion

1. Joyfully proclaim the good news of Jesus Christ to students and all members of the parish community.
2. Develop the sense of a loving, caring, praying community among students, parents and all parishioners.
3. Lead students and parents in a deepening self awareness and faith commitment, a faith that is living and active and permeates all of life.
4. Enable students and all parishioners to reach out in loving service to others.

Objectives

1. Develop programs that will nourish faith growth appropriate for all age levels.
2. Have the students of ICD Parish School of Religion community develop a personal relationship with God.
3. Have the children obtain knowledge of the basic doctrines of the Catholic faith, its history, tradition and liturgical rites.
4. Facilitate the spiritual growth in regard to sacramental programs for students and parents and sponsors.
5. Provide various faith enriching experiences such as liturgies, prayers, sacramental preparations and discussions leading to moral awareness and community service.
6. Provide students with opportunities to fully participate in the sacramental and liturgical life of the church, especially the celebration of the Eucharist.
7. Provide students with opportunities of involvement in social justice concerns, vocation/ministry and respect life issues.
8. Aid the faith growth of parents as they guide their children's religious development.
9. Provide informative communication and evaluation methods with parents and parishioners.
10. Provide a safe environment for all children and youth as we implement Archdiocesan Protecting God's children Program and safe Child and Safe Touch policies.

Textbook

The PSR program uses the *We Believe* series by Sadlier Publisher. The textbook for grades K-6 are a spiral curriculum that presents the Catholic faith in developmentally appropriate ways, incorporating the four pillars of the Catechism as they are to be lived-interwoven in the fullness of Christian life. Each chapter follows a unique three step process that echoes Jesus' teaching of faith.

The process for each chapter is:

We Gather opens each chapter with meaningful prayer and invites children to share their experience.

We Believe presents the truths of the Catholic faith found in Sacred Scripture and Tradition in accordance with the Magisterium of the church through content that is age appropriate, culturally inclusive and easy-to-grasp.

We Respond to God's call and grace. Children-and their families-put their faith into action through prayer, activities and reflection.

In addition to the textbook, each student in grades K-6 will also receive a Review and Resource book. We urge parents with students in grade K-6 to use the website, www.webelieveweb.com, for review pages, games for children, information about saints, family activities and much more.

Our 7th and 8th grade students will use the Sadlier Publisher, Faith and Witness series. This series offers thought provoking presentations that involve students. The faith content of each text builds a solid foundation through shared reflections, prayer and Catholic action. The 7th Grade classes will study the New Testament and the 8th grade will focus on Morality and Confirmation.

We urge parents with students in grade 7th and 8th to use the website, www.faithandwitness.com, for chapter activities, Lives of the Saints and question of the week reflections. Every 7th and 8th grade student will also receive a journal.

Prayer

Prayer is an important part of our program. Each week classes will begin with prayer over the intercom. Children will attend prayer services and liturgies throughout the year. Children will learn the different forms of prayer: praise, petition, thanksgiving and contrition.

Starting in Kindergarten, students will begin memorizing specific prayers and church laws. These can be found on pages 11-15 of the handbook. One of the best ways for the children to learn these prayers is to say them everyday with their parents.

Prayer Jar

We have a prayer jar along with slips of paper located in the lobby for parents and students to write down prayer intentions. These intentions are remembered each week in our opening prayers. We certainly encourage our families to write anything that they want the PSR community to pray for. No one reads the intentions.

Conduct in Church

At different times throughout the year students will go to church, either as a class or the entire school. Proper behavior and a respectful attitude are expected of them. Boys should remove their hats. Student should bless themselves with Holy Water upon entering the church. Before entering and leaving the pew, each student should genuflect to the tabernacle making the Sign of the Cross. Students are encouraged to actively participate in the liturgy with word, song and active listening. Appropriate dress is also expected whenever the students attend church.

Sacramental Programs

Immaculate Conception PSR prepares for Sacraments during a two year period. We receive the Sacraments together with the day school.

2nd grade: First Reconciliation and First Communion

8th grade: Confirmation

Preparation for these sacraments actually begins in Kindergarten and continues every year of PSR. Every year our students grow in their knowledge of the Catholic faith and in their relationship with God. It is necessary that the student fulfills all the assignments for the reception of the sacrament. There are various activities and meetings throughout the year for these sacraments. We would like for at least one parent attend the parent gatherings in preparation for the sacraments.

Admission and Registration

Enrollment is open to children who attend public school or a non-Catholic private school and whose parents are registered members of the parish. Parents from outside the boundaries who wish their children to attend PSR must make arrangements with their pastor from their home parish as well as the pastor and PSR director from Immaculate Conception. A copy of your child's Baptismal record is needed at registration.

Tuition assistance is available for families in need. **No family will be refused admission for inability to pay fees.** It is very important that you contact the PSR office for financial arrangements.

Registration for families begins the Monday following Easter Week. Placement in classes is done on a first come, first serve basis. After August 1st a \$25.00 late fee is assessed. Tuition fees are as follows:

One student	\$160.00
Two Students	\$235.00
Three or more students	\$300.00
Sacrament preparation (2 nd & 8 th grade)	\$ 35.00

The parish subsidizes approximately 25% of the PSR budget.

Parental and Student Responsibility

Parents have the primary responsibility of religious education for their children. Parents/Guardians are expected to show an interest in the religious education of each child by cooperating with the teachers and the administrator. Students are expected to comply with all school regulations and conduct him/herself in a manner that is conducive to good learning.

Attendance at Mass on Sundays and Holy Days of Obligation is expected of all families. Participation in the sacramental life of the Church is the very heart of our faith. The Catholic teaching and training your child receives in the Parish School of Religion needs to be rooted in the parish worship at Mass.

Attendance

In order for your child to receive the most benefit from the program, regular attendance is vital. Please call the PSR office at 561-1974 to report an absence. An attendance report is kept on each child and those missing class will be asked to make up work. If the child has excessive absences a meeting will take place to discuss the situation. If a child misses too many classes, the student may be advised to repeat the grade level. Please inform the PSR office if you move or will no longer be attending the program.

Arrival

Students should not arrive more than 10 minutes prior to class and should wait outside the classroom until the teacher is present. Students should report directly to the classroom when they arrive in the building. No student should ever be in a classroom without adult supervision.

If you drop your child off they should be dropped in front of the school or church (depending upon where they first begin class). The front doors of the school will be the only doors unlocked. Everyone needs to enter through them. Students in grades K-4 can be dropped off, there is no need to escort them to class.

Please follow the traffic flow pattern. (See back of handbook for the traffic pattern diagram) If everyone follows directions we should have minimal trouble with traffic flow. Please be very careful in the parking lot, as we have many children who are walking to or from cars.

Being on time is important to the continuity of good education and teaches the child responsibility. Classes are only one hour and fifteen minutes, so it is important that the students arrive on time.

If the student arrives after the bell rings, s/he should report to the office to obtain a tardy slip. Tardiness is disruptive to the entire class, so please make every effort to arrive on time.

Dismissal

Parents should go to the classroom of children in grades K-4 to pick them up. If someone else will be picking up your child, a note needs to be given to the catechists and to the office. We cannot release your children without this written permission.

If a child needs to leave early, the parent needs to sign the student out in the office. We will then have the parents come to the class to pick up the student or call the classroom and have the student report to the office. No child will be released from class without being signed out in the office. Early dismissal should only be used in an emergency and should not be a weekly event.

Cancellation of Classes

Sometimes it is necessary to cancel classes due to inclement weather. If classes are cancelled, a message will be on the office phone (636-561-1974), the parish website (www.icdparish.org) or watch KTVI Channel 2 TV. Please note that classes are not automatically cancelled when the school districts or Immaculate Conception day school cancels.

Homework

In order to reinforce what is being taught students may have a homework assignment. The homework assignment is designed to enhance your child's learning experience. For example, many of our catechist's will be requesting prayers to practice and say at home, etc.

Parents should be interested and assist your child with their homework when necessary. Encourage your child to do neat work and complete the assignments, etc. It is very important that the children make every effort to complete the assignment.

Report Cards/Parent Teacher Conferences

Children receive report cards three times a year in PSR. The first report cards will be given out at parent/teacher conferences. It is expected that at least one parent will attend this conference. Check the calendar for the date of the conferences. You will be notified through the PSR newsletter when a report card is being sent home.

St. Vincent DePaul “Can you Spare a Dime?”

Each week we will be collecting for the St. Vincent DePaul Society. A container will be in the main lobby to place your donation. We encourage families to perhaps give up a meal out or an extra treat and make this a weekly offering to help the poor.

Service Projects

Occasionally, throughout the year we will be offering other opportunities for the children to participate in service projects. Your support of these projects is encouraged and greatly appreciated.

Discipline

The task of religious education is rewarding, but also challenging. Our catechists are dedicated people who are devoting their time to find the best means of guiding and teaching your children about God and their faith. It is very important that your child knows that his parents stand behind the PSR program and value religious education. The PSR program emphasizes the positive in each child. In order for the program to allow full participation by all students in the learning process, an atmosphere conducive to religious growth must be present. The following regulations have been established to ensure this atmosphere exists:

- ❖ The student may not bring items such as toys, electronic equipment, headphones, etc or any object that may distract from class. If the child must bring a cell phone it is to remain off during class. If the phone rings it will be taken and given back at the end of class.
- ❖ Deliberate property damage or vandalism will not be tolerated. PSR students should respect our parish buildings and the property of the day school students.
- ❖ No use or possession of a controlled substance.
- ❖ No use of profanity
- ❖ Students will show respect for other students, teachers, adults and property.
- ❖ No eating or chewing gum during class time.

Policy on Violence

Immaculate Conception Parish School of Religion seeks to provide a safe learning environment for the members of our community. It shall reflect Gospel values including an emphasis on the dignity of all people. Violence or the threat of violence is inconsistent with the dignity and respect due all people and is

contrary to unity and peace, which is essential to living the Catholic faith in community.

Therefore, the Parish School of Religion will maintain a no tolerance policy on violence.

All observed instances or threats of violence need to be reported to the classroom catechist and the director. **The safety of all students will be given paramount consideration when making decision regarding the discipline of person(s) who violate this policy.** Any act of violence will result in a meeting with the director and appropriate action will be taken.

While this policy seems to refer only to student behavior, such is not the case. Parents can expect that while their child is in class, the students will be treated with respect and Christian care. Parents are also expected to treat catechists, administration, parent volunteers and students with the same courtesy and respect.

Harassment Policy

Parish Schools of Religion shall maintain a learning environment that is free from all forms of harassment. No student in PSR shall be subjected to any type of harassment. Parish Schools of Religion forbid harassment because it is not in keeping with the gospel message of Jesus Christ and the standards of the PSR program.

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 conduct that is verbal, physical or visual.

If, after investigation, the Parish School of Religion determines that a student has engaged in harassment, appropriate disciplinary action, up to and including suspension and expulsion, will be taken.

Dress Code

The following dress code will aid in providing a safe and orderly environment for both faculty and students. Please dress appropriately for class. This includes:

- ❖ No revealing clothing- I.e. *midriff tops, muscle shirts, low rise pants, spaghetti straps, short skirts or shorts*
- ❖ No clothing with words or graphics that are anti-Christian, racist, sexist, profane or demeaning to another person or group.
- ❖ No clothing or accessories that advocate violence
- ❖ No clothing or accessories with wording or graphics that advocates the consumption or use of drugs, alcohol or tobacco.

Students dressed inappropriately will not be allowed in the classroom. Parents will be called to bring up a change of clothing.

Volunteers

Volunteers are always welcome in the program. Parents may volunteer in a variety of ways:

- ❖ Catechist, aide or substitute
- ❖ Office help, hall monitor
- ❖ Baby sitting during a PSR session for catechist's children
- ❖ Donations of items that are used in the program (craft supplies, paper, etc)
- ❖ Mardi Gras help at set-up, booth, etc
- ❖ PSR Board Member
- ❖ Eucharistic minister at PSR Masses
- ❖ Traffic volunteer

Anyone wishing to volunteer with the program must attend a session of "Protecting God's Children", sign a code of Ethics and have a background check. Please call the office for further details

PSR Board

This board consists of catechists and parents who are committed to the religious education of their children. They will act in an advisory role to the CRE.

Traffic

It is very important that everyone follow the traffic lot procedures. This is a safety issue for our children. Please do not wait for your children in front of the school building, church or in any aisle. REMEMBER to always show respect and kindness towards our traffic volunteers. They are simply doing their job when they ask you to move or tell you that you are coming in from the wrong direction. Make sure that you and all family members are familiar with the traffic pattern.

PRAYERS

The Sign of the Cross (K-8)

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

Prayer for Life (recited each evening)

Jesus, Mary, and Joseph, I love you very much. I beg you to protect the life of the unborn child that I have spiritually adopted. Amen.

Hail Mary (K-8)

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

Glory Be (K-8)

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

Our Father (K-8)

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

Angel of God (1-8)

Angel of God, my guardian dear, to whom God's love commits me here. Ever this day be at my side to light, to guard, to rule, to guide. Amen

Blessing Before Meals (1-8)

Bless us O Lord, and these Thy gifts, which we are about to receive from Thy Bounty, through Christ our Lord. Amen

Grace After Meals (3-8)

We give you thanks for all our gifts Almighty God, living and reigning now and forever, Amen. Eternal Rest grant unto them, O Lord, and let perpetual light shine upon them. May they rest in peace. Amen

Act of Contrition (2-8)

O my God, I am heartily sorry for having offended you, and I detest all my sins, because of Your just punishments, but most of all because they offend You, my God, who are all-good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and to avoid the near occasion of sin. Amen

Apostles Creed (3-8)

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; 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 thence He shall 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

Seven Sacraments (2-8)

Baptism
Reconciliation
Holy Eucharist
Confirmation
Holy Orders
Matrimony
Anointing of the Sick

Laws of Church (4-8)

- Participate at Mass on Sundays and Holy Days of Obligation. Do no unnecessary work on these days.
- Confess serious sins at least once a year
- Receive communion during the Easter season
- Fast and abstain on the days appointed
- To help to provide for the needs of the Church

The Ten Commandments (4-8)

1. I am the Lord your God; You shall not have strange Gods before me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord's Day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

Act of Hope (4-8)

O my God, relying on Thy infinite goodness and promises, I hope to obtain pardon of my sins, the help of Thy grace and life everlasting; through the merits of Jesus Christ, my Lord and Redeemer.

Act of Faith (4-8)

O my God, I firmly believe that You are one God in three Divine Person; Father, Son, and Holy Spirit. I believe that your Divine Son became man, and died for our sins, and that He will come to judge the living and the dead. I believe thee and all the truths that the Holy Catholic Church teaches, because Thou has revealed them, who can neither deceive nor be deceived

Act of Love (4-8)

O my God, I love Thee above all things, with my whole heart and soul, because you are all good and worthy of all love. I love my neighbor as myself for the love of Thee. I forgive all who have injured me, and ask pardon of all whom I have injured.

Memorare (5-8)

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired with this confidence, I fly unto you, O Virgin of virgins, my Mother. To you do I come before you I stand sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

Hail Holy Queen (8)

Hail, Holy Queen, Mother of Mercy, hail, our life, our sweetness and our hope! To you do we cry, poor banished children of Eve; to you do we send up our sighs, mourning and weeping in this vale of tears. Turn then, most gracious advocate, your eyes of mercy towards us; and after this, our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary.

V. Pray for us, O holy Mother of God.

R. 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, had purchased for us the rewards of external life, grant, we beseech You. That meditation upon these mysteries of the 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.

Mysteries of Rosary (4-8)

Joyful Mysteries

1. The Annunciation
2. The Visitation
3. The Nativity
4. The Presentation
5. The Finding in the Temple

Sorrowful Mysteries

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion

Luminous Mysteries

1. The Baptism in the Jordan
2. The Wedding at Cana
3. Proclamation of the Kingdom
4. The Transfiguration
5. Institution of the Eucharist

Glorious Mysteries

1. The Resurrection
2. The Ascension
3. The Descent of the Holy Spirit
4. The Assumption
5. The Coronation

Prayer of Holy Spirit (8)

Come, Holy Spirit, fill the hearts of Thy faithful and kindle in them the fire of your love. Send forth your spirit and they shall be recreated, and you will renew the face of the earth.

The Angelus (8)

V. The angel of the Lord declared unto Mary

R. And she conceived of the Holy Spirit

Hail Mary...

V. Behold the handmaid of the Lord

R. Be it done to me according to Thy word.

Hail Mary...

V. And the Word was made Flesh

R. And dwelt among us

Hail Mary...

V. Pray for us, O Holy Mother of God.

R. That we may be made worthy of promise of Christ

Let us pray

Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the incarnation of Christ, Thy Son, was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord. Amen

Holy Days of Obligation (4-8)

- Christmas, December 25th
- Mary, Mother of God, January 1st
- Ascension Thursday, 40 days after Easter
- Assumption of Mary, August 15th
- All Saints, November 1st
- Immaculate Conception, December 8

Beatitudes (7-8)

1. Blessed are the poor in spirit: for theirs is the kingdom of heaven.
2. Blessed are the meek: for they will inherit the land.
3. Blessed are they who mourn: for they will be comforted.
4. Blessed are they who hunger and thirst for righteousness: for they will be satisfied.
5. Blessed are the merciful: for they will be shown mercy.
6. Blessed are the clean of heart: for they will see [God](#).
7. Blessed are the peacemakers: for they shall be called the children of [God](#).
8. Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven.

Corporal Works of Mercy (7-8)

1. Feed the hungry
2. Give drink to the thirsty.
3. Clothe the naked.
4. Visit those in prison.
5. Shelter the homeless
6. Visit the sick.
7. Bury the dead.

Spiritual Works of Mercy (7-8)

1. Help others do what is right.
2. Teach the ignorant.
3. Give advice to the doubtful.
4. Comfort those who suffer.
5. Be patient with others.
6. Forgive injuries.
7. Pray for the living and the dead.